

C.I.G. Administrative Instructions 30-1

CONFIDENTIAL

1 of 3

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
WASHINGTON 25, D. C.

December 22, 1949

CIRCULAR NO. A-7
Transmittal Memorandum No. 7

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Amendment to Standardized Government Travel Regulations --
Travel Expense Act of 1949

This transmittal memorandum to Bureau of the Budget Circular No. A-7 Revised, dated July 6, 1948, notifies departments and establishments of the approval by the Director of the Bureau of the Budget of an amendment to Paragraph 45 of the Standardized Government Travel Regulations. This amendment revises the maximum per diem allowances in lieu of subsistence for travel in numerous foreign areas effective December 21, 1949.

The maximum rates are as shown in Appendix I attached.

FRANK PACE, JR.
Director

Attachment

12/29/49

		Appendix I	
<u>LOCALITY</u>	<u>MAXIMUM PER DIEM RATES</u>	<u>LOCALITY</u>	<u>MAXIMUM PER DIEM RATES</u>
Afghanistan	\$ 8.00	Gold Coast	\$ 6.00
Alaska	11.00	Great Britain and North Ireland, except London	8.00
Albania	10.00	Greenland	6.00
Algeria	11.00	Haiti	11.00
Andorra	10.00	Hawaii	11.00
Anglo-Egyptian Sudan	10.00	Hong Kong	10.00
Angola	8.00	Hungary	10.00
Argentina	8.00	Iceland	10.00
Australia	6.00	Indonesia	10.00
Austria	8.00	Iran	12.00
Bahamas	12.00	Iraq	10.00
Basutoland	6.00	Ireland	8.00
Bechuanaland	6.00	Israel	13.00
Belgian Congo	10.00	Italy, except Rome	10.00
Belgium	12.00	Japan	6.00
Bermuda	12.00	Jordan	11.00
Brazil	12.00	Kenya	6.00
British Honduras	6.00	Korea	6.00
British Guiana	6.00	Latvia	22.00
British Somaliland	6.00	Lebanon	12.00
British West Indies	6.00	Liberia	11.00
Bulgaria	14.00	Libya	6.00
Burma	10.00	Liechtenstein	12.00
Canada	10.00	Lithuania	22.00
Ceylon	8.00	London, England	10.00
Chile	8.00	Madagascar	8.00
Colombia	10.00	Malaya, Federation of	10.00
Costa Rica	10.00	Malta and Gozo	10.00
Cuba	15.00	Mexico	8.00
Cyprus	8.00	Mozambique	10.00
Czechoslovakia	15.00	Netherlands West Indies	13.00
Denmark	10.00	Newfoundland	10.00
Dominican Republic	15.00	New Zealand	6.00
Ecuador	10.00	Nigeria	6.00
Egypt	10.00	Norway	10.00
Estonia	22.00	Nyasaland	6.00
Fiji Islands	6.00	Pakistan	12.00
France, except Paris	10.00	Palestine	13.00
French Guiana	8.00	Panama	11.00
French Indo-China	13.00	Paraguay	7.00
French West Africa	11.00	Paris, France	14.00
French West Indies	8.00	Peru	8.00
Gambia	6.00	Philippines, Republic of	15.00
Germany	8.00	Poland	16.00
Gibraltar	7.00		

<u>LOCALITY</u>	<u>MAXIMUM PER DIEM RATES</u>
Portugal, except Azores and Madeira Islands	\$11.00
Azores and Madeira Is.	7.00
Puerto Rico	11.00
Rhodesia, Northern	6.00
Rhodesia, Southern	6.00
Rome, Italy	14.00
Rumania	16.00
Sierra Leone	6.00
Singapore	10.00
Southwest Africa	6.00
Spain except Canary Islands	10.00
Canary Islands	6.00
Surinam	8.00
Swaziland	6.00

<u>LOCALITY</u>	<u>Appendix I MAXIMUM PER DIEM RATES</u>
Sweden	\$10.00
Switzerland	12.00
Tanganyika	6.00
Thailand	10.00
Tunisia	11.00
Turkey	14.00
Uganda	6.00
Union of South Africa	6.00
Union of Soviet Socialist Republics	22.00
Uruguay	12.00
Vatican City	14.00
Venezuela	22.00
Virgin Islands	11.00
Yugoslavia	18.00
Other localities	9.00

CONFIDENTIAL**Office Memorandum • UNITED STATES GOVERNMENT****TO :** Management Officer**DATE:** 19 December 1949**FROM :** Budget Officer**SUBJECT:** Revision of Administrative Instruction ☐

25X1
25X1
25X1

1. The attached draft of the proposed revision of Administrative Instruction ☐ forwarded by your office on 13 December 1949 is substantially in accord with the views of this office. It is believed that at the time this Instruction is issued simultaneous action should be taken to either rescind Notice ☐ or amend it so that it would not prohibit the use of any provisions of Public Law 110.

2. It is noted that in some cases form numbers referred to in the proposed Instruction are identified by applicable Agency numbers. It is suggested that for uniformity and consistency all forms referred to be so identified or that such identification be completely eliminated.

3. It is suggested that paragraph "i" on page 5 be eliminated since this is a Delegation of Authority which should be included in existing Delegations signed by the Director or the Executive. If it is determined that this paragraph should remain in the Instruction, it is recommended that it be reworded to read substantially as follows:

"The Executive and his Deputy, or the Chief, Administrative Staff, under their general supervision, are authorized to approve travel performed by civilian employees on account of an emergency or without prior authority and the payment or reimbursement of expenses incurred incident to such travel".

Paragraph "i", as now worded, would by implication restrict such authority to the Chief, Administrative Staff. In some instances he would not be available to approve the applicable travel accounts.

4. Under sub-section 2 (b) on page 5 of the proposed Instruction, it is desired to effect a change in paragraphs (2) and (3) to require prior determination with respect to "transfer, temporary lodging, and separation allowances". This would necessitate the elimination of the words "temporary lodging" from paragraph (2). This change is necessitated by the fact that until the proposed Executive Order concerning allowances applicable to personnel of this Agency is signed by the President, there will continue to exist a question as to the propriety of making payments for temporary lodging allowances for personnel on vouchered funds. The General Counsel is familiar with this situation and you may desire to discuss it with him in further detail.

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5. It appears that the last sentence in paragraph (b)(3) on page 5 was inadvertently omitted when the attached revision was compiled from the draft of 10 November 1949. If this sentence is to be omitted, it is suggested that the words "and recommendations" be inserted immediately after the word "information" in the first sentence of paragraph (b)(3).

6. The following sentence should be inserted as the second sentence on page 9 of the attached draft:

"Expenses will be allowed to and from the nearest suitable hospital or clinic".

25X1 7. In view of the probable difficulties in administering the regulations covered by Administrative Instruction [] as revised, and to assure clarity, it is recommended that there be added as a final section 5 the following:

"Except as specifically approved otherwise by the Director, the additional benefits provided by this Instruction shall not apply to individuals in those cases where the travel or transportation commenced prior to the date of this Instruction."

25X1 8. With respect to the attachment to the proposed Instruction, it is believed that a slight rewording is advisable, particularly in view of the fact that many exceptions have been heretofore approved by the Director and since Confidential Fund Regulations are already in existence and do not in all cases provide for the same benefits as this Instruction. It is suggested that the attachment be worded substantially as follows:

"Administrative Instruction [] dated [] will apply to travel, allowances and related expenses paid from confidential funds except as specifically approved otherwise by the Director or his designee".

25X1 9. Should you have any question with respect to any of the recommendations set forth above, it will be appreciated if you will discuss them in further detail with this office. In view of additional items which have come to the attention of pertinent officials subsequent to the last draft of the Instruction, it may be advisable to hold a meeting of interested officials including a representative of the Finance Division, SSS, and the Legal Staff.

[]
E. R. SAUNDERS

Attachment

CONFIDENTIAL

CLASSIFIED RESTRICTED CONFIDENTIAL SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	INITIALS	DATE
1 Act. Ch. S.S. 130/12		
2		
3		
4		
5		
FROM	INITIALS	DATE
1 Act. Ch. P.S.O.	MS	16 Dec
2		
3		

☐ APPROVAL ☐ INFORMATION ☐ SIGNATURE
☐ ACTION ☐ DIRECT REPLY ☐ RETURN
☐ COMMENT ☐ PREPARATION OF REPLY ☐ DISPATCH
☐ CONCURRENCE ☐ RECOMMENDATION ☐ FILE

REMARKS: Suggested attachment to be reworded to read: This directive will apply to travel to be performed under provisions of Confidential Funds Regulations only to the extent that it is not in conflict with these regulations. (over)

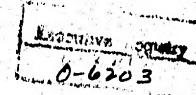
SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

FORM NO. 30-4
SEP 1947

if this is not done the
regulation reads as though it
applies to covert travel
in which case most of it
should be rewritten

MS

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Director of Central Intelligence

12 September 1949

Executive

STATSPEC

Shipment of "after acquired" household goods

STATINTL

- References: a. Memo from AD/00, subj: Shipment of Household Goods to [redacted]
Employee, [redacted] dtd 30 August (ER 0-6203)
b. Memo from General Counsel re above subject dtd 8 Sept. 1949

FOIAB5



2. Section 10.4 of the Confidential Funds Regulations authorizes the Executive to approve shipments of household goods to foreign stations under the Foreign Service Regulations. The Department of State has interpreted the Foreign Service Act of 1946 to authorize "after acquired" property shipments when the total weight allowance is not exceeded. We have on occasion permitted shipments on a similar basis to our covert employees abroad.

FOIAB5

STATSPEC



12 Sept. 1949

Approved.

/s/R.H. Hillenkoetter

12 Sept. 1949

Approved.

/s/R.H. Hillenkoetter

DCI

4. It is recommended that the Director approve:

a. The principle of including in our regulations an authorization for shipment abroad of "after acquired" property in those cases where the total authorized weight allowance for shipment is not thereby exceeded.

b. The shipment at government expense of a refrigerator to [redacted] as requested in Reference "a".

STATINTL

STATINTL

Orig. to Budget O.(w/basic file)

Copies to: Management O.

General Counsel

Services Officer

AD/00

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DRAFT: 21 Nov 49

RESTRICTEDADMINISTRATIVE INSTRUCTION
NO.

DATE _____

STATINTL

SUBJECT : Travel, Allowances, and Related Expenses

STATINTL

RESCISSIONS: a. Administrative Instruction , dated 26 December 1948,
subject: Overseas Allowances.

STATINTL

b. Administrative Instruction dated 7 June 1949,
subject: Travel.

STATINTL

c. Administrative Instruction , dated 1 July 1949,
subject: Travel Allowances (Interim Instructions).

STATINTL

d. Administrative Instruction , dated 26 October 1949,
subject: Travel Allowances.**1. Travel and Related Items**

a. Travel and transportation expenses, and expenses incident thereto, including those incurred in the movement of dependents, household goods and personal effects, may be paid to or on behalf of employees in accordance with the provisions of Public Law 600 - 79th Congress, Public Law 92 - 81st Congress, Agency and other appropriate legislation, regulations issued thereunder, the Standardized Government Travel Regulations, and the Foreign Service Regulations, ^{and as} ~~except as otherwise~~ specified in this instruction.

b. Issuance of Travel Orders

(1.) Travel orders will be issued by the Fiscal Division except as otherwise stated.

(2.) Chiefs of Mission outside the continental United States may authorize, approve, and issue travel orders for temporary duty travel within their theaters for employees under their jurisdiction.

100 DEC 12 1949
c. Requests for Travel Orders

(1.) Requests for travel orders, or amendments thereto, other than those issued by Chiefs of Mission, shall be prepared in triplicate.

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21 Nov 49

RESTRICTED

The original and one copy will be routed to the Fiscal Division, and one copy will be routed to the Transportation Branch, Services Division. All copies will be routed through:

(a.) Assistant Directors or Staff Chiefs or their Deputies in the case of individuals under their jurisdiction.

(b) Chief, Personnel Division, in cases involving permanent change of station or travel to first post of duty abroad.

OK (c) Executive in case of Staff Chiefs and Assistant Directors where ^{all} overseas travel is involved, except temporary duty travel entirely within the theater of a Chief of Mission, and where specifically provided in other Agency regulations.

(2.) Personal action of each forwarding official must be indicated on the request. Requests for domestic travel will be submitted in sufficient time to be processed and reach the Fiscal Division at least 48 hours prior to the planned departure time. Requests for foreign travel should be submitted 60 days in advance of planned date of departure.

(3.) The Fiscal Division, upon the recommendation of the Chief, Services Division, may issue monthly blanket travel orders for truck drivers engaged in repeated official trips and arrange for periodic submission of travel vouchers covering such repeated travel.

d. Responsibilities of the Transportation Branch, Services Division.

No (1.) Provide travel arrangement service. (Travelers reporting to foreign points will ^{be required to} contact personally wherever possible the Branch at least 6 weeks before the planned date of departure to facilitate the arrangements.)

TRAVEL OFFICE (2.) Arrange for the issuance of passports, visas, and secure theater clearance when necessary.

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21 Nov 49

RESTRICTED

(3.) Verify that properly authenticated official orders have been issued, and that security clearance, physical examination, immunisation (where required), passports, visas, and theater clearance have been obtained before releasing the tickets or Transportation Request to the traveler.

e. Armed Services Personnel

Armed Services personnel performing temporary duty travel or travel in connection with a permanent change of station for the benefit of the Agency will be reimbursed for per diem and travel costs in accordance with the travel regulations of the Armed Services. Upon receipt of travel requests approved by the Fiscal Division, the Naval Administrative Command or Headquarters Detachment will issue appropriate travel orders. Two certified copies of the orders will be forwarded to the Fiscal Division.

f. Physical Examinations and Immunisations in Connection with Foreign Travel.

(1.) A complete physical examination and required immunization are necessary within 90 days ^{of} ~~prior to~~ departure.

(2.) An additional physical examination to insure freedom from communicable diseases is required within 48 hours prior to departure from Washington.

(3.) A returnee physical examination is required within 5 days after returning to Washington from overseas assignment.

(4.) Physical examinations and immunisations shall be requested by forwarding a Request for Medical Examination and/or Immunisation (Form No. 37-72) to the Medical Division (wherever possible), not less than 60 days prior to estimated date of departure.

RESTRICTED

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21 Nov 49

RESTRICTED**g. Travel Accounts**

Travel Vouchers must be submitted to the Fiscal Division upon completion of each trip or at the end of each calendar month in case of extended travel. Vouchers for travel authorized by a Chief of an overseas post shall be submitted to the appropriate post official for processing. Armed Services personnel shall give the necessary data to the Headquarters Detachment or Naval Administrative Command for the preparation of vouchers and submission to the Fiscal Division. Copies of regulations pertaining to travel may be obtained from the Fiscal Division in addition to advice as to the preparation and submission of vouchers.

h. Per Diem and Mileage

(1.) Per diem and mileage rates provided under existing laws and regulations represent the maximum allowable. Officials authorized to issue travel orders will reduce the stipulated rates whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses. The requesting and approving officials of each organizational unit concerned should be in a position to justify the rates requested. The approval of a request by the initiating office will be deemed a certificate that the rates stipulated therein are not in excess of the amounts normally required to meet the necessary official travel expenses under the circumstances.

(2.) For extended periods of temporary duty at the same post in the United States, normally the following schedule of maximum rates shall apply:

NOV DEC 12 BW 3 42

First 60 days ⁽²⁾	- \$9.00
Second 60 days	- 6.00
Third 60 days	- 3.00

BUDGET OFFICE
Absence of 10 days or less shall not be considered as interrupting the continuity of temporary duty at the same post.

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(3.) Per diem incident to travel abroad and return therefrom, payable

to the employee and his immediate family, shall be in accordance with

1. ~~Emergency Travel~~ *Emergency Travel*

N. *7*
Under the supervision of the Executive and his Deputy the authority to approve travel performed by civilian employees on account of an emergency or without prior authority and the payment or reimbursement of expenses incurred incident to such travel may be approved by the Chief, Administrative Staff. *rec'd*

D. Quarters and Post Allowances

(1.) ~~Temporary Lodging~~, Quarters, post, special post, transfer, and separation allowances will be computed and administered using the Standardized Government Civilian Allowance Regulations as a basis.

OK
(2.) Chiefs of Mission are authorized to grant U. S. Citizen employees temporary lodging, quarters, post, and special post allowances on the basis of evidence submitted to and investigated by ^(them) ~~him~~, subject to recognized review practices by the Fiscal Division. Application for Allowances (Form No. 34-32) will be submitted in duplicate by the employee to his Chief of Mission.

OK
(3.) Prior determination with respect to transfer, ^{*Temporary Lodging*} and separation allowances will be made by the Fiscal Division on the basis of detailed ^{*and Recommendations*} information submitted by the Chiefs of Mission ~~and their recommendations~~. Chiefs of Mission may grant transfer, ^{*Temporary Lodging*} and separation allowances when specifically directed by the Chief, Fiscal Division. Application for such allowances will be processed as in ⁽²⁾ ~~as~~ above and supported by information in sufficient detail to permit a determination as to the propriety for such payments. *Left out sentence No*

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(4.) The granting of temporary lodging, quarters, post, special post, transfer and separation allowances will be effected through the issuance, in quadruplicate, of a Schedule of Allowances (Form 34-33). The original and 2 signed copies, together with a signed copy of each pertinent Application for Allowances, must be transmitted to the Fiscal Division.

(5.) Schedules of Allowances will be issued each time an allowance is granted, revised, or terminated. The schedules also must be issued at the beginning of each fiscal year (1 July) with complete information as to the allowances payable to the employees of each Mission; however, where no change has occurred, it will not be necessary to submit supporting evidence and information otherwise required by this instruction.

(6.) As of 1 January and 1 July of each year and at such other times as may be deemed necessary by the Chief of Mission, he should review his employees' estimated annual expenditure for quarters. The estimated amount should be compared with information as to expenditures made and anticipated to determine the need for requiring the employee to submit a revised Application for Allowances, thereby applying for a revised quarters or quarters portion of a special post allowance grant.

c. Post Differentials and Cost of Living Allowances

(1.) Foreign and territorial post differentials and territorial cost of living allowances will be paid employees in accordance with Regulations issued by the Department of State and the Civil Service Commission.

(2.) Such differentials and allowances will be granted, where applicable, by the Chief, Personnel Division, and be included on the employees' Personnel Actions (Form No. 37-57). *! (Form 50)*

(3.) To be eligible for Foreign and territorial post differentials an employee must be a citizen or national of the United States.

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3. Special Authorities.

Incident to assignment of employees to permanent duty stations outside the continental United States, its Territories and possessions, the following expenses, in addition to those normally payable, may be allowed:

a. Travel and transportation expense incident to return of an employee and his immediate family when ordered to the United States for home leave. The employee must have been a resident of the United States or its Territories and possessions at time of employment by the Government. Orders for home leave will be issued upon completion by the employee of 2 years continuous Government service abroad or as soon as possible thereafter, provided that he has accrued to his credit at the time of such order annual leave sufficient to carry him in a pay status while in the United States for at least a 30 day period. In the event the full 2 years service has not been spent with the Agency, the employee will be required to sign an agreement to complete 2 years of service with the Agency unless separated for reasons beyond his control. While on home leave, the employee shall not be available for work or duties except in the Agency or for training or reorientation for work; and the time of such work or duty shall not be counted as leave. Leave of absence granted for home leave shall be exclusive of the time actually and necessarily occupied in going to or from residence in the United States or its Territories and possessions and such time as may be necessarily occupied in awaiting transportation.

b. Travel and transportation expense, including transportation of household goods and personal effects, of an employee and his immediate family to his successive posts of duty, and on the termination of his services, to his residence at time of appointment or to a point not more distant or, upon retirement to the place where he will reside.

c. Cost of storing the household goods and personal effects of an employee who is absent under orders from his usual post of duty, or who is assigned to

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a post to which, because of emergency conditions, he is not permitted to take his household and personal effects. When it is determined, because of emergency conditions, that household goods and personal effects may not be shipped, the facts must be brought to the immediate attention of the Fiscal Division. Household goods and personal effects stored may not exceed the authorized weight allowance.

d. Cost of storing the household goods and personal effects of an employee on first arrival at a post for a period not in excess of 3 months after such first arrival or until the establishment of residence quarters, whichever shall be shorter.

e. Travel and transportation expense, including transportation of household goods and personal effects, of an employee and his immediate family from a post at which, because of the prevalence of disturbed conditions, there is imminent danger to life and property; and the return of such persons, goods and effects to such post upon the cessation of such conditions; or to such other post as may in the meantime have become the post to which the employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

f. Expense in transporting a privately-owned automobile, for or on behalf of an employee in a case where it is determined that water, rail, or air transportation of the automobile is necessary or expedient for any part or of all the distance between points of origin and destination. Determination that an employee's privately-owned automobile is to be shipped at Government expense must be indicated in the request for travel. The employee will be required to sign an agreement precluding the sale of the automobile unless subsequently authorized by the Assistant Director or Staff Chief concerned.

g. Travel expense of a full-time employee, by whatever means deemed appropriate, where illness or injury (not the result of vicious habits, intemperance

RESTRICTED*original sentence
(nearest)*

add
or misconduct) incurred while on assignment abroad, necessitates hospitalization in a locality where there does not exist a suitable hospital or clinic. If the employee is too ill to travel unattended, travel expense of an attendant may also be paid. Except in extreme emergency, approval for travel under this section must be secured in advance from the Executive. A complete report must be furnished to the Fiscal Division in all cases.

h. Cost of preparing and transporting the remains of an employee or a member of his family, who may die while in a travel status or abroad, to his home or official station, or to such other place determined by the Chief, Personnel Division, to be the appropriate place of interment, providing that in no case shall the expense allowed be greater than the amount payable had the destination been the home or official station.

OK add
i. Travel and transportation expense, including transportation of household goods and personal effects, of new appointees and their immediate families from places of actual residence in foreign countries at time of appointment to places of employment or a point not more distant. Such appointees must agree in writing to remain with the United States Government for a period of not less than 2 years from the time of appointment. Violation of such agreement for personal convenience of an employee or because of separation for misconduct will bar return payments and, in the event of such violation within 12 months, if determined by the Chief, Personnel Division, to be in the best interests of the United States, any money expended on account of such travel and transportation shall be considered as a debt due by the individual concerned to the United States.

DEC 12 1943
j. Travel and transportation expense of dependents and household goods and personal effects (within established weight limitations) acquired subsequent to

BUDGET OFFICE

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issuance of change in station or home leave orders, when properly authorized in an amendment to the original order, and travel or transportation commences within one year of the date the employee arrives at his post of duty.

4. Local Personnel.

Personnel hired locally by Chiefs of Missions normally will receive travel expense, allowances and other benefits as dictated by local custom, and, whenever possible, practices followed by other governmental activities. Employment documents or contracts for services must set forth the details of the arrangement in each case.

DISTRIBUTION: A

~~Attachment (Special Distribution)~~

CONCURRENCES:

Date

Date

Date

Date

Date

1950 DEC 12 BW 2 42

BUDGET OFFICE

BRAFT-December 8, 1949-
[redacted]**CONFIDENTIAL**

ATTACHMENT TO A.I. [redacted] dated _____

Administrative Instruction [redacted], dated December _____ 1949,

change
will apply to travel performed under Confidential Funds ^{activities} orders, except
when specifically approved otherwise.

RHH

DISTRIBUTION: A.

NOTE: This Attachment will not be used with copies of Administrative
Instruction [redacted] distributed outside the Washington Office.

1010 DEC 12 BW 3 42

BUDGET OFFICE

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY
 OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Management Officer		
2	150 South		
3			
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5			
FROM		INITIALS	DATE
1		Φ	11/30/49
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☐ APPROVAL ☐ INFORMATION ☐ SIGNATURE
☐ ACTION ☐ DIRECT REPLY ☐ RETURN
☐ COMMENT ☐ PREPARATION OF REPLY ☐ DISPATCH
☐ CONCURRENCE ☐ RECOMMENDATION ☐ FILE

REMARKS:

Doug.
 This looks complete
 except for case where
 first part is TDY. I see no
 objection to including initial
 TDY for home leave purposes.

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

FORM NO. 30-4
 SEP 1947

25X11A

Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: 30 November 1949

FROM : Legal Staff

SUBJECT: Redrafting of Administrative Instruction

STATINTL

1. Your memorandum of 18 November 1949 requested an opinion on two questions which will be answered in order. The answers are based on current practices of the State Department.

(a) From what date are foreign allowances payable?

Temporary lodging allowances are payable from the time of arrival on station. (It should be noted that temporary lodging allowance and per diem are not payable at the same time.) Transfer allowance is payable upon arrival at the post; quarters allowance is payable when permanent quarters are obtained; and post allowance is payable from the time of arrival on the post.

(b) What date is considered the date from which service abroad is computed for purposes of home leave?

This is the date of arrival abroad on post.

2. No specific question was raised in regard to the point, but we think it may be well to mention medical services. The Foreign Service authorizes payment for medical services for any disability incurred outside the United States which is sufficiently serious to require hospitalization. There is no clear line defining what is "outside the United States", and recognition of the claim depends upon the facts. However, State recently accepted a claim when the disability in question was appendicitis and the attack occurred on a plane which was docking in the United States from an overseas flight. There is little doubt that they would recognize a claim for any disability occurring on a carrier after it was in motion on route to a foreign country. Borderline cases would most probably be those where the ship had not yet sailed and the plane had not yet taken off.

STATINTL

*not included in A. I. since CIA follows
State Department anyway RR 12-7*

12/2/49

RESTRICTED**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Management Officer **DATE:** 7 November 1949

FROM : Budget Officer

SUBJECT: Draft of Administrative Instruction Covering Travel, Allowances, and Related Expenses

1. A review has been made of your draft of 26 October 1949 which was forwarded for concurrence. Your draft has been carefully reviewed and compared with the draft which was transmitted under cover of this office's memorandum dated 11 August 1949. There are a considerable number of items which we feel should be changed and additions which should be made in order that the Instruction will provide adequate coverage of the subject material and will be a proper working document for administrative officials of the Agency who will be concerned with the applicable procedures and regulations in connection with day to day activities.

2. This office is not in a position to concur in the attached draft until substantial revision has been made to more nearly provide terminology consistent with that contained in Public Law 110 and to insure that technical or financial interpretations and applications will be as nearly as possible those contemplated and intended. In a number of cases a change in terminology from that contained in the draft submitted by this office under date of 11 August 1949 has materially changed the content and/or meaning and since a relatively large number of individuals throughout the Agency will be concerned with the use of this Administrative Instruction in the performance of their regular work, it is considered best to use format and terminology which can be based on existing law and regulations, particularly until such time as experience under this Administrative Instruction and Public Law 110 gives us a sound basis for making deviations from legal terminology or that normally used by the administrative employees involved.

3. It is our understanding that the Transportation Branch, Services Division, is desirous of having all signatures of approving officials shown on Requests for Travel at the time their copy is received in order to avoid possibilities of individuals being processed without appropriate approval. It is therefore suggested that the necessary changes be made to provide for such approvals on the Transportation Branch's copy of the Request for Travel. In accordance with previous recommendations it is believed advisable to eliminate reference to the form numbers since any changes in numbers would necessitate a revision of the Instruction. There is currently in process a review of the Application for Allowances Form and it is possible that new form numbers will be involved. It is also noted that by a division of the overseas and domestic travel provisions, some duplication occurs in connection with the internal administrative requirements.

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OK 12-7
Same
than in
your draft

11/17/49

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4. Pertinent information pertaining to travel and the matter concerning "home leave" have been omitted. On page 5 of our original draft basic information and instructions were included substantially as contained in Public Law 110. The one sentence at the top of page 6 of your proposed instruction appears inadequate and certain of the information pertaining to "home leave" is directly pertinent to travel instruction rather than being an item for inclusion in Administrative [] which pertains to time, leave and pay regulations. In this regard it is believed advisable to follow as closely as possible the terminology in Public Law 110 thus avoiding inconsistency, possible misinterpretation, and confusion.

STATINTL

5. Paragraph 6 in your draft which concerns itself with "Armed Services Personnel" would appear to logically follow the paragraphs concerning travel procedures and regulations in order to facilitate the use of the document by administrative officials concerned with Armed Services Personnel as well as civilian personnel travel. In this connection an arrangement similar to that set forth in Administrative [] dated 7 June 1949, would appear to be preferable.

STATINTL

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7. Among other items upon which we desire to comment are the following:

a. Attention is directed to the fact that on page 1 reference has been omitted with respect to "dependents and transportation of household goods and personal effects". (Refer to paragraph 1 (a) of our original draft).

b. On page 3 under paragraph 3a. (2)(a) it is noted that the Executive is required to approve all temporary travel overseas with the exception of that entirely within the area of a Chief of Mission. It is understood that the Executive has heretofore objected to having frequent requests which cover normal travel submitted to him for approval and it is believed advisable to direct his attention to the additional travel requests which will be required to be submitted to him if this terminology is allowed to stand. Also under sub-paragraph (2)(b) relative to

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- 3 -

the approval of the Executive for travel for hospitalization there should be a requirement with respect to the submission of detailed information and supporting data. In this connection reference is made to page 7 of the draft submitted with our memorandum of 11 August 1949.

c. Reference is made to sub-paragraphs (1)(a) and (1)(b) of Item h. of page 5. Since the subject matter of the two paragraphs pertain to "subsequently acquired" dependents and household goods and personal effects, it would appear to be advisable to combine (a) and (b) into one paragraph.

d. On page 7 it is suggested that under sub-paragraph (b) at the top of the page the word "subsequently" be inserted immediately prior to the word "authorized" in order that it will be clear that an agreement must be signed even though an Assistant Director or Staff Chief may subsequently authorize the sale of a privately owned automobile.

FOIA B5

f. Under paragraph 4 (a) on page 8 it is recommended that the word "guide" be changed to "basis". Attention is directed to the fact that under sub-paragraph (2) on page 8 there is no provision for the submission for the Application for Allowances in "duplicate" nor any information as to the nature of the details to be submitted, and further, that the Chief of Mission does not make the request for the allowance. Such request is made by the employee.

g. On page 10 under paragraph 5 it is recommended that the terminology in the second line of the first sentence be changed to read as follows: "receive compensation and other benefits as dictated by local custom". Please refer to sub-paragraph (d) on page 4 of the draft. It is believed that the second sentence should read to show that the Request for Medical Examination is issued "for" rather than "to" the employee.

h. On page 10 it is noted that there has been omitted under paragraph 7 immediately following the word "regulations" the phrase "or specific approvals or exceptions granted by the Director". Difficulties and inconsistencies will develop if this terminology is eliminated.

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- 4 -

FOIAB5

FOIAB5

[REDACTED]

STATINTL

[REDACTED] In order to expedite the issuance of administrative Instruction [REDACTED] (Revised) it would appear advisable to have a meeting of interested officials to discuss the various points still at issue.

STATINTL

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9. It will be appreciated if you will discuss any questions which may arise regarding this matter with [REDACTED] Deputy Budget Officer.

[REDACTED]

E. R. SAUNDERS

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STATINTL

General Counsel

Management Officer

STATINTL

Request for Opinion.

18 November 1949

STATINTL

This office is in the process of re-drafting Administrative Instruction [] pertaining to Travel and related allowances. The question as to when service abroad commences has arisen. It will be appreciated if you will furnish your opinion on the following questions:

- a. From what date are foreign allowances payable?
- b. What date is considered the date from which service abroad is computed for purposes of home leave?

STATINTL

[]

RESTRICTEDDRAFT: 21 Nov 49

DATE

1/3/50

ADMINISTRATIVE INSTRUCTION
NO.

STATINTL

SUBJECT : Travel, Allowances, and Related Expenses

STATINTL

RESCISSIONS: a. Administrative Instruction dated 26 December 1948,
subject: Overseas Allowances.

STATINTL

b. Administrative Instruction dated 7 June 1949,
subject: Travel.

STATINTL

c. Administrative Instruction dated 1 July 1949,
subject: Travel Allowances (Interim Instructions).

STATINTL

d. Administrative Instruction dated 26 October 1949,
subject: Travel Allowances.

1. Travel and Related Items

a. Travel and transportation expenses, and expenses incident thereto, including those incurred in the movement of dependents, household goods and personal effects, may be paid to or on behalf of employees in accordance with the provisions of Public Law 600 - 79th Congress, Public Law 92 - 81st Congress, Agency and other appropriate legislation, regulations issued thereunder, the Standardized Government Travel Regulations, and the Foreign Service Regulations, ~~except as otherwise specified in this instruction.~~ and as

b. Issuance of Travel Orders

(1.) Travel orders will be issued by the Fiscal Division except as otherwise stated.

(2.) Chiefs of Mission outside the continental United States may authorize, approve, and issue travel orders for temporary duty travel within their theaters for employees under their jurisdiction.

c. Requests for Travel Orders

(1.) Requests for travel orders, or amendments thereto, other than those issued by Chiefs of Mission, shall be prepared in triplicate.

RESTRICTED

The original and one copy will be routed to the Fiscal Division, and one copy will be routed to the Transportation Branch, Services Division. All copies will be routed through:

2.

Personnel Division
~~XXXXXXXXXX~~

(c) Executive in case of Staff Chiefs ^{or} and Assistant Directors;
(d) Executive, Deputy Executive or Chief Administrative Staff when ^{and} overseas travel is involved, except temporary duty travel request includes overseas transportation of automobile.
entirely within the theater of a Chief of Mission; and where

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(d) Ex-104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921,

(3.) The Fiscal Division, upon the recommendation of the Chief, Services Division, may issue monthly blanket travel orders for truck drivers engaged in repeated official trips and arrange for periodic submission of travel vouchers covering such repeated travel.

(1.) Provide travel arrangement service. ^{Personnel ordered overseas;} ~~Travelers reporting to~~
MUST ~~contact~~ ^{the Transportation Branch} ~~6 weeks prior to departure.~~
~~foreign points will contact personally wherever possible the Branch at~~
~~least 6 weeks before the planned date of departure to facilitate the~~
~~arrangements.~~

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(3.) Verify that properly authenticated official orders have been issued, and that security clearance, physical examination, immunisation passports, visas, and theater clearance have been obtained before releasing the tickets or Transportation Request to the traveler.

e. Armed Services Personnel

Armed Services personnel performing temporary duty travel or travel in connection with a permanent change of station for the benefit of the Agency will be reimbursed for per diem and travel costs in accordance with the travel regulations of the Armed Services. Upon receipt of travel requests approved by the Fiscal Division, the Naval Administrative Command or Headquarters Detachment will issue appropriate travel orders. Two certified copies of the orders will be forwarded to the Fiscal Division.

f. Physical Examinations and Immunisations in Connection with Foreign Travel.

(1.) A complete physical examination and required immunisation are necessary within 90 days prior to departure.

(2.) An additional physical examination to insure freedom from communicable diseases is required within 48 hours prior to departure from Washington.

(3.) A returnee physical examination is required within 5 days after returning to Washington from overseas assignment.

(4.) Physical examinations and immunisations ^{should} ~~shall~~ be requested by forwarding a Request for Medical Examination and/or Immunisation (Form No. 37-72) to the Medical Division , not less than 60 days prior to estimated date of departure.

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RESTRICTED**g. Travel Accounts**

Travel Vouchers must be submitted to the Fiscal Division upon completion of each trip or at the end of each calendar month in case of extended travel. Vouchers for travel authorized by a Chief of an overseas post shall be submitted to the appropriate post official for processing. Armed Services personnel shall give the necessary data to the Headquarters Detachment or Naval Administrative Command for the preparation of vouchers and submission to the Fiscal Division. Copies of regulations pertaining to travel may be obtained from the Fiscal Division in addition to advice as to the preparation and submission of vouchers.

h. Per Diem and Mileage

(1.) Per diem and mileage rates provided under existing laws and regulations represent the maximum allowable. Officials authorized to issue travel orders will reduce the stipulated rates whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses. The requesting and approving officials of each organizational unit concerned should be in a position to justify the rates requested. The approval of a request by the initiating office will be deemed a certificate that the rates stipulated therein are not in excess of the amounts normally required to meet the necessary official travel expenses under the circumstances.

(2.) For extended periods of temporary duty at the same post in the United States, normally the following schedule of maximum rates shall apply:

First 60 days	-	\$9.00
Second 60 days	-	6.00
Third 60 days	-	3.00

Absence of 10 days or less shall not be considered as interrupting the continuity of temporary duty at the same post.

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(3.) ~~Par diam~~

1. Emergency Travel

Under the supervision of the Executive and his Deputy the authority to approve travel performed by civilian employees on account of an emergency or without prior authority and the payment or reimbursement of expenses incurred incident to such travel may be approved by the Chief, Administrative Staff.

to be handled by delegation for ex.

~~view.~~ specified in this instruction.

b. Quarters and Post Allowances

(1.) Temporary lodging, quarters, post, special post, transfer, and separation allowances will be computed and administered using the Standardized Government Civilian Allowance Regulations as a basis.

(2.) Chiefs of Mission are authorized to grant U. S. citizen employees temporary lodging, quarters, post, and special post allowances on the basis of evidence submitted to and investigated by ^{them} ~~him~~, subject to recognized review practices by the Fiscal Division. Application for Allowances

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will be submitted in duplicate by the employee to his Chief of Mission.

(3.) Prior determination with respect to transfer ^{temporary lodging} and separation allowances will be made by the Fiscal Division on the basis of detailed information ^{and recommendation} submitted by the Chiefs of Mission ^{temporary lodging} and their recommendations. Chiefs of Mission may grant transfer and separation allowances when specifically directed by the Chief, Fiscal Division. Application for such allowances will be processed as in ⁽²⁾ ~~2~~ above and supported by information in sufficient detail to permit a determination as to the propriety for such payments.

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(4.) The granting of temporary lodging, quarters, post, special post, transfer and separation allowances will be effected through the issuance, in quadruplicate, of a Schedule of Allowances The original and 2 signed copies, together with a signed copy of each pertinent Application for Allowances, must be transmitted to the Fiscal Division.

(5.) Schedules of Allowances will be issued each time an allowance is granted, revised, or terminated. The schedules also must be issued at the beginning of each fiscal year (1 July) with complete information as to the allowances payable to the employees of each Mission; however, where no change has occurred, it will not be necessary to submit supporting evidence and information otherwise required by this instruction.

(6.) As of 1 January and 1 July of each year and at such other times as may be deemed necessary by the Chief of Mission, he should review his employees' estimated annual expenditure for quarters. The estimated amount should be compared with information as to expenditures made and anticipated to determine the need for requiring the employee to submit a revised Application for Allowances, thereby applying for a revised quarters or quarters portion of a special post allowance grant.

c. Post Differentials and Cost of Living Allowances

(1.) Foreign and territorial post differentials and territorial cost of living allowances will be paid employees in accordance with Regulations issued by the Department of State and the Civil Service Commission.

(2.) Such differentials and allowances will be granted, where applicable, by the Chief, Personnel Division, and be included on the employees' Personnel Actions

(3.) To be eligible for Foreign and territorial post differentials an employee must be a citizen or national of the United States.

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3. Special Authorities

Incident to assignment of employees to permanent duty stations outside the continental United States, its Territories and possessions, the following expenses, in addition to those normally payable, may be allowed:

a. Travel and transportation expenses incident to return of an employee and his immediate family when ordered to the United States for home leave. The employee must have been a resident of the United States or its Territories and possessions at time of employment by the Government. Orders for home leave will be issued upon completion by the employee of 2 years continuous Government service abroad or as soon as possible thereafter, provided that he has accrued to his credit at the time of such order annual leave sufficient to carry him in a pay status while in the United States for at least a 30 day period. In the event the full 2 years service has not been spent with the Agency, the employee will be required to sign an agreement to complete 2 years of service with the Agency unless separated for reasons beyond his control. While on home leave, the employee shall not be available for work or duties except in the Agency or for training or reorientation for work; and the time of such work or duty shall not be counted as leave. Leave of absence granted for home leave shall be exclusive of the time actually and necessarily occupied in going to or from residence in the United States or its Territories and possessions and such time as may be necessarily occupied in awaiting transportation.

b. Travel and transportation expenses, including transportation of household goods and personal effects, of an employee and his immediate family to his successive posts of duty, and on the termination of his services, to his residence at time of appointment or to a point not more distant or, upon retirement to the place where he will reside.

c. Cost of storing the household goods and personal effects of an employee who is absent under orders from his usual post of duty, or who is assigned to

RESTRICTED

a post to which, because of emergency conditions, he is not permitted to take his household and personal effects. When it is determined, because of emergency conditions, that household goods and personal effects may not be shipped, the facts must be brought to the immediate attention of the Fiscal Division. Household goods and personal effects stored may not exceed the authorized weight allowance.

d. Cost of storing the household goods and personal effects of an employee on first arrival at a post for a period not in excess of 3 months after such first arrival or until the establishment of residence quarters, whichever shall be shorter.

e. Travel and transportation expenses, including transportation of household goods and personal effects, of an employee and his immediate family from a post at which, because of the prevalence of disturbed conditions, there is imminent danger to life and property; and the return of such persons, goods and effects to such post upon the cessation of such conditions; or to such other post as may in the meantime have become the post to which the employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

f. Expense in transporting a privately-owned automobile for or on behalf of an employee in a case where it is determined that water, rail, or air transportation of the automobile is necessary or expedient for any part or of all the distance between points of origin and destination. Determination that an employee's privately-owned automobile is to be shipped at Government expense must be indicated in the request for travel. The employee will be required to sign an agreement precluding the sale of the automobile unless subsequently authorized by the Assistant Director or Staff Chief concerned.

g. Travel expense of a full-time employee, by whatever means deemed appropriate, where illness or injury (not the result of vicious habits, intemperance

~~RESTRICTED~~

or misconduct) incurred while on assignment abroad, necessitates hospitalization. Expenses will be allowed to from the nearest suitable hospital or clinic in a locality where there does not exist a suitable hospital or clinic. If the employee is too ill to travel unattended, travel expense of an attendant may also be paid. Except in extreme emergency, approval for travel under this section must be secured in advance from the Executive. A complete report must be furnished to the ~~Bureau Division~~ in all cases.

h. Cost of preparing and transporting the remains of an employee or a member of his family, who may die while in a travel status or abroad, to his home or official station, or to such other place determined by the Chief, Personnel Division, to be the appropriate place of interment, providing ^{ed} that in no case shall the expense allowed be greater than the amount payable had the destination been the home or official station.

i. Travel and transportation expenses, including transportation of household goods and personal effects, of new appointees and their ^{immediate} families from places of actual residence in foreign countries at time of appointment to places of employment ^{and return to their actual residences at time of appointment} or a point not more distant. Such appointees must agree in writing to remain with the United States Government for a period of not less than 2 years from the time of appointment. Violation of such agreement for personal convenience of an employee or because of separation for misconduct will bar return payments and, in the event of such violation within 12 months, if determined by the Chief, Personnel Division, to be in the best interests of the United States, any money expended on account of such travel and transportation shall be considered as a debt due by the individual concerned to the United States.

j. Travel and transportation expenses of dependents and household goods and personal effects (within established weight limitations) acquired subsequent to

Privately

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issuance of change in station or home leave orders, when properly authorized in an amendment to the original order, and travel or transportation commences within one year of the date the employee arrives at his post of duty.

4. Local Personnel.

Personnel hired locally by Chiefs of Missions normally will receive travel expense, allowances and other benefits as dictated by local custom, and, whenever possible, practices followed by other governmental activities. Employment documents or contracts for services must set forth the details of the arrangement in each case.

5. (copy from Budget recommendations) R 411

DISTRIBUTION: A

~~Attachment (Special Distribution)~~

CONCURRENCES:

_____	Date
_____	Date
_____	Date
_____	1000 DEC 18 08 10 Date
_____	EXECUTIVE BRANCH RECEIVED Date

SECRET-December 8, 1949-

CONFIDENTIAL

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ATTACHMENT TO A.I. [] dated []

Administrative Instruction [] dated December [] 1949,

will apply to travel performed under Confidential Funds orders, except
when specifically approved otherwise.

(copy from budget recommendations)

RHH

DISTRIBUTION: A.

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NOTE: This Attachment will not be used with copies of Administrative
Instruction [] distributed outside the Washington Office.

12 DEC 18 03 18

EXECUTIVE FUNDS DIVISION
RECEIVED**CONFIDENTIAL**

Management Officer

19 December 1949

Budget Officer

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Revision of Administrative Instruction ☐

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25X1

1. The attached draft of the proposed revision of Administrative Instruction ☐ forwarded by your office on 13 December 1949 is substantially in accord with the views of this office. It is believed that at the time this Instruction is issued simultaneous action should be taken to either rescind Notice ☐ or amend it so that it would not prohibit the use of any provisions of Public Law 110.

No!

use on first
reference

2. It is noted that in some cases form numbers referred to in the proposed Instruction are identified by applicable Agency numbers. It is suggested that for uniformity and consistency all forms referred to be so identified or that such identification be completely eliminated.

3. It is suggested that paragraph "i" on page 5 be eliminated since this is a Delegation of Authority which should be included in existing Delegations signed by the Director or the Executive. If it is determined that this paragraph should remain in the Instruction, it is recommended that it be reworded to read substantially as follows:

No!

"The Executive and his Deputy, or the Chief, Administrative Staff, under their general supervision, are authorized to approve travel performed by civilian employees on account of an emergency or without prior authority and the payment or reimbursement of expenses incurred incident to such travel".

Paragraph "i", as now worded, would by implication restrict such authority to the Chief, Administrative Staff. In some instances he would not be available to approve the applicable travel accounts.

4. Under sub-section 2 (b) on page 5 of the proposed Instruction, it is desired to effect a change in paragraphs (2) and (3) to require prior determination with respect to "transfer, temporary lodging, and separation allowances". This would necessitate the elimination of the words "temporary lodging" from paragraph (2). This change is necessitated by the fact that until the proposed Executive Order concerning allowances applicable to personnel of this Agency is signed by the President, there will continue to exist a question as to the propriety of making payments for temporary lodging allowances for personnel on vouchered funds. The General Counsel is familiar with this situation and you may desire to discuss it with him in further detail.

?

CONFIDENTIAL

CONFIDENTIAL

- 2 -

OK-change

5. It appears that the last sentence in paragraph (b)(3) on page 5 was inadvertently omitted when the attached revision was compiled from the draft of 10 November 1949. If this sentence is to be omitted, it is suggested that the words "and recommendations" be inserted immediately after the word "information" in the first sentence of paragraph (b)(3).

OK-add

6. The following sentence should be inserted as the second sentence on page 9 of the attached draft:

"Expenses will be allowed to and from the nearest suitable hospital or clinic".

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7. In view of the probable difficulties in administering the regulations covered by Administrative Instruction [] as revised, and to assure clarity, it is recommended that there be added as a final section 5 the following:

"Except as specifically approved otherwise by the Director, the additional benefits provided by this Instruction shall not apply to individuals in those cases where the travel or transportation commenced prior to the date of this Instruction."

copy
page 4.

OK-change

8. With respect to the attachment to the proposed Instruction, it is believed that a slight rewording is advisable, particularly in view of the fact that many exceptions have been heretofore approved by the Director and since Confidential Fund Regulations are already in existence and do not in all cases provide for the same benefits as this Instruction. It is suggested that the attachment be worded substantially as follows:

"Administrative Instruction [] dated [] will apply to travel, allowances and related expenses paid from confidential funds except as specifically approved otherwise by the Director or his designee".

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copy
add-on
sheet.

9. Should you have any question with respect to any of the recommendations set forth above, it will be appreciated if you will discuss them in further detail with this office. In view of additional items which have come to the attention of pertinent officials subsequent to the last draft of the Instruction, it may be advisable to hold a meeting of interested officials including a representative of the Finance Division, SSS, and the Legal Staff.

E. R. SAUNDERS

Attachment

CONFIDENTIAL

CONFIDENTIALMEMORANDUM

21 December 1949

TO : Chief, S S S

FROM : Finance Division

SUBJECT: Administrative Instruction []

1. The attached draft for the proposed revision of CIA Administrative Instruction [] presents numerous problems if it is applicable to travel paid with confidential funds. Although the Instruction itself does not state that it is applicable to confidential funds travel, the absence of an excluding clause indicates that the intent is to establish Agency-wide policies, procedures and regulations in a single Administrative Instruction. (b)(1) (b)(7)(D)

2. The draft [] is a comprehensive document, setting forth Agency policy and regulations, delegations of authority and, further, setting forth the precise procedures as to forms to be used and the routing thereof. To the extent that different forms, delegations of authority and procedures are in current practice in OSO and OPC, the publication of this Administrative Instruction will lead to a great deal of confusion, even though provision is made for waiver of such portions as may be inconsistent with the current policies and procedures for confidential funds travel. If it is desired to set forth in an Administrative Instruction the universal policies and regulations of the CIA, it is recommended that two Administrative Instructions [] be issued. To the necessary and desirable extent, each could be modified to reflect the organizational structures of the overt and covert Administrative Support Staffs, and could reflect such other variances between vouchered and confidential funds travel as may be necessary and desirable.

3. To illustrate the extent to which the present [] is not suitable to the present policies and procedures, there is attached a very cursory listing of some of the major inconsistencies. In view of their extensive nature, it is recommended that current policies and procedures for confidential funds travel be amended to conform to those of the draft [] prior to the issuance of said Administrative Instruction, in order that the transition may be effected with a minimum amount of disorder. This recommendation is pertinent only if it is deemed necessary and desirable to establish procedural uniformity between the two types of travel.

4. If time permits, and if it is desired, we can make a much more thorough study of the problem than we have been able to do in this memorandum.

[]
Acting Chief, Finance Division

Attachments

CONFIDENTIAL

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1. Fiscal Division referred to in error - Finance Division. ✓
2. Requests for travel orders are not handled as stated in 1.b.(1.). The travel request is submitted by the Division, for whom the employee travels, to the Overseas Employees Division, and only the original copy is sent to the Finance Division. All foreign orders are written from this request which has been properly signed and approved prior to submission. Distribution of these orders is made as follows: Original and one copy - retained in Travel Unit; 1 copy to Division concerned; 1 copy to the Overseas Employees Division; 1 copy to overseas station; 1 copy to Unified Military Command (for Military personnel and civilians going to Military area); 1 copy to Communications (if Communications personnel); 1 copy to PSD (Cargo); and 1 copy to PSD (passengers).
3. Domestic Orders are not written from requests. Original and 2 copies of Form 33-28 are prepared by Division where travel originates, and all copies are sent to the Finance Division after they are properly signed by the initiating officer and approving officer. Upon receipt of order in the Finance Division, a number is assigned and sent to the Acting Chief, Finance Division, for approval and signature. After order has been signed, one copy is returned to the Division where order originated.
4. Blanket orders are written only on rare occasions.
5. Procedure for writing orders for Armed Services Personnel as stated in draft ☐ is incorrect. Requests for travel on confidential funds of Military Personnel are not currently sent to the Naval Administrative Command or the Headquarters Detachment for issuance of orders. Orders for Military personnel traveling on unvouchered funds are handled in the same manner as civilians traveling on unvouchered funds.
6. Travel accounts: Draft ☐ states that vouchers for travel authorized by a Chief of an overseas post are submitted to the appropriate post official for processing. Currently, vouchers are to be submitted to Headquarters for computation, audit, and approval prior to payment, unless otherwise directed by Headquarters.
7. When Military personnel are traveling on unvouchered funds, the itinerary is not given to Headquarters Detachment or Naval Administrative Command for preparation of the voucher. The account is submitted to the Finance Division without prior submission to Headquarters Detachment or the Naval Command.
8. Under "Special Authorities" - See "In the event the full 2 years service has not been spent with the Agency, the employee will be required to sign an agreement to complete 2 years of service with the Agency unless separated for reasons beyond his control." This appears to refer to accelerated home leave. The practical application of this provision seems unclear and probably incorrect.
9. The attached authorizes storage of effects, but in no case does it mention that storage charges and quarters allowance may not be paid concurrently.

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- 2 -

10. The delegations of authority, and the personal approvals required on travel requests do not conform to the organizational titles in OSO, OPS and the Special Support Staff or current procedures within those units.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: 2 September 1949

FROM : Deputy Budget Officer

STATINTL

SUBJECT: Proposed draft of Administrative Inst.

STATINTL

1. The attached revision of the draft of Administrative Instruction forwarded by this office on 11 August 1949 has been reviewed and it is desired to concur in the revision subject to the following comments or suggestions:

a. It is noted that in Paragraph 1a(3) that there has been inserted "(Form 34-5)". Reference to the Form No. was intentionally omitted by this office at the time of preparation since it was not determined essential and in order to preclude the necessity of amending the Instruction in the event of a change in the Form No.

b. It is noted that a change has been made in subparagraph (5)(a) on page 2 in relation to similar instructions set forth under (5)(d) on page 3, i.e., in one instance it is indicated that physical examination should be taken 90 days prior to departure whereas in the other case, instructions state that requests for physical examinations will be forwarded not less than 60 days prior to date of departure.

c. In subparagraph ~~b~~ b. on page 4, the following sentences have been eliminated: "The requesting and approving officials of each organizational unit concerned should be in a position to justify the rates requested. The approval of a request by the initiating office shall be deemed a certificate that the rates stipulated therein are not in excess of the amount normally required to meet the official travel expenses to the locations listed and under the circumstances involved".

*OK
to include*

This office is of the opinion that a statement substantially similar to that indicated above should be included in the Administrative Instruction in order that administrative and operating officials would more fully realize their responsibilities and would be cognizant of the need for furnishing authorizing officials with adequate information when necessary since the authorizing officials are usually not in a position to make a determination, except on the basis of information reflected by the requesting and approving officials. The reasons for including a somewhat similar statement in Administrative Instruction were substantially the same as those which now exist. The placing of such responsibilities will tend

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- 2 -

to eliminate some time-consuming reviews in the future and satisfy the requirements of the General Accounting Office.

d. Subsequent to the issuance of the original draft, there has come to the attention of this office the matter of providing authority where appropriate for employees to move at Government expense, dependents and personal effects acquired subsequent to the issuance of change in station orders. It is therefore desired that there be added on page 7 as subparagraph 1-c-(10) the following: "Travel and transportation expenses of dependents and their household goods and personal effects (within established weight limitations) acquired subsequent to issuance of change in station or home leave orders when properly authorized in an amendment to the original order; and travel or transportation commences within one year of the date of the original order".

yes?

added included

2. With the exception of the above matters, this office is of the opinion that the proposed Instruction is ready for issuance and has concurred subject to consideration of the items set forth herein.

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NUMBER

26 December 1948

SUBJECT: Overseas Allowances

STATINTL

Recision: Administrative Instruction ,
dated 25 October 1947

STATINTL

1. Effective at the close of business 25 December 1948, Administrative Instruction dated 25 October 1947 is rescinded.

2. Effective 26 December 1948, overseas allowances will be paid CIA employees in accordance with the provisions of applicable regulations issued by the Department of State, Bureau of the Budget, and Civil Service Commission.

3. Allowances granted will be subject to pertinent Agency administrative controls and instructions.

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

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ADMINISTRATIVE INSTRUCTION

December 1948

STATINTL

NUMBER

SUBJECT: OVERSEAS ALLOWANCES

STATINTL

1. Effective at the close of business 25 December 1948, Administrative Instruction dated 25 October 1947 is rescinded.
2. Effective 26 December 1948, overseas allowances will be paid CIA employees in accordance with the provisions of ^{applicable} regulations issued by the Department of State, Bureau of the Budget, and Civil Service Commission.
3. Allowances granted will be subject to pertinent Agency administrative controls and instructions.

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

STATINTL

CONCURRENCE:

STATINTL

Personnel Branch

Budget & Finance Branch

STATINTL

for General Counsel

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ADMINISTRATIVE INSTRUCTION

26

~~27~~ December 1948

STATINTL

NUMBER

[]

SUBJECT: OVERSEAS ALLOWANCES

Rescinded

STATINTL

1. Effective at the close of business 25 December 1948, Administrative Instruction [] dated 25 October 1947 is rescinded.

2. Effective 26 December 1948, overseas allowances will be paid CIA employees in accordance with the provisions of ^{applicable} regulations issued by the Department of State, Bureau of the Budget, and Civil Service Commission.

3. Allowances granted will be subject to pertinent Agency administrative controls and instructions.

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

STATINTL

CONCURRENCE:

[]

Personnel Branch

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[]

Budget & Finance Branch

STATINTL

[]

for General Counsel

*Prepared for
Publication
10/2
31 Dec*

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STATINTL

RESTRICTED**4. Local Personnel**

Personnel hired locally by Chiefs of Missions normally will receive travel expense, allowances and other benefits as dictated by local custom, and, whenever possible, practices followed by other governmental activities. Employment documents or contracts for services must set forth the details of the arrangement in each case.

5. Except as specifically approved otherwise by the Director, the additional benefits provided by this Instruction shall not apply to individuals in those cases where the travel or transportation commenced prior to the date of this Instruction.

R. H. HILLENKOTTER
Rear Admiral, USN
Director of Central Intelligence

Attachment

DISTRIBUTION: A.

Gen L. Executive is
authorized to take appropriate
action on requests for
exceptions to the provisions
of this Instruction.

done
Add at END

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STATINTL

1. Adm. List [] Dates
 6 Jan 1950, will apply to Travel, allowances
 and related expenses paid from confidential
 funds except as otherwise specifically provided
 in Confidential Funds Regulations. []
~~Approved by the Director or his designee~~

ILLEGIB

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2. For the above purposes
 Shows portions of [] which refer
 to officials of the Adm. Staff by their
 title apply to like officials in the
 Special Support Staff.

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ATTACHMENT TO ADMINISTRATIVE INSTRUCTION DATED

STATINTL

Administrative Instruction dated
will apply to travel, allowances and related expenses paid from
confidential funds except as specifically approved otherwise by
the Director or his designee.

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

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Instruction distributed outside the Washington Office.

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(b) Chief, Personnel Division, in cases involving permanent change of station or travel to first post of duty abroad.

(c) Executive in cases of Staff Chiefs or Assistant Directors, *or when travel abroad is involved.*

(d) ~~Executive, Deputy Executive, or Chief, Administrative Staff,~~ when request includes overseas transportation of automobile.

(2) Personal action of each forwarding official must be indicated on the request. Requests for domestic travel will be submitted in sufficient time to be processed and reach the Fiscal Division at least 48 hours prior to the planned departure time. Requests for foreign travel should be submitted 60 days in advance of planned date of departure.

(3) The Fiscal Division, upon the recommendation of the Chief, Services Division, may issue monthly blanket travel orders for truck drivers engaged in repeated official trips and arrange for periodic submission of travel vouchers covering such repeated travel.

d. Responsibilities of the Transportation Branch, Services Division.

should (1) Provide travel arrangement service. Personnel ordered overseas ~~must~~ contact the Transportation Branch six weeks prior to departure.

(2) Arrange for the issuance of passports, visas, and secure theater clearance when necessary.

(3) Verify that properly authenticated official orders have been issued, and that security clearance, physical examination, immunization, passports, visas, and theater clearance have been obtained before releasing the tickets or Transportation Request to the traveler.

e. Armed Services Personnel.

Armed Services personnel performing temporary duty travel or travel in connection with a permanent change of station for the benefit of the Agency will be reimbursed for per diem and travel costs in accordance with the travel regulations of the Armed Services. Upon receipt of travel requests approved by the Fiscal Division, the Naval Administrative Command or Headquarters Detachment will issue appropriate travel orders. Two certified copies of the orders will be forwarded to the Fiscal Division.

f. Physical Examinations and Immunizations in Connection with Foreign Travel.

(1) A complete physical examination and required immunization are necessary within 90 days prior to departure.

(2) An additional physical examination to insure freedom from communicable diseases is required within 48 hours prior to departure from Washington.

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Prior approval by Washington for the payment of funds for Temporary Lodging is part of the Foreign Service Regulations. Temporary Lodging rates are higher than straight lodging. This control was instituted to prevent its becoming a gravy train.

There is no real reason why field station chiefs cannot be empowered to grant "Temporary Lodging" without prior approval from Washington, except the Foreign Service Regs. are binding on our operation (by Executive Order.)

C.I.G. Administrative Instructions 30-1

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RESTRICTEDExecutive Registry
0-873/**Office Memorandum • UNITED STATES GOVERNMENT****TO : Executive****DATE: 3 January 1950****FROM : Management Officer**

STATINTL

SUBJECT: Administrative Instruction [] Travel, Allowances and Related Expenses.

STATINTL

1. Recommend approval of the attached revision of Administrative Instruction []

2. The revision was necessary due to additional authorities granted the Agency by Public Law 110, 81st Congress.

3. The final draft as contained in the attached stencils has been in coordination since September 1949, and has the concurrence of all interested offices and staffs.

4. a. Major recommendations or points of difference and the final solution in each case is as indicated below:

(1) Recommendation: That authority to approve temporary lodging allowances be not delegated to field stations until after publication of a Presidential Executive Order authorizing such delegation.

Action: Included in Administrative Instruction.

(2) Recommendation: That the Administrative Instruction apply to expenses paid from confidential funds except where specifically approved otherwise.

Action: Included in Administrative Instruction.

(3) Recommendation: That the effective date of commencement of tour of duty abroad be established as the date the employee departs from the United States.

Action: Date of commencement of foreign tour of duty established as date of arrival at foreign post of duty.

(4) Recommendation: That the Administrative Instruction not apply to travel or transportation commencing prior to issue date of the Instruction.

Action: Included in Administrative Instruction

(5) Recommendation: That authority be included for shipment of "after acquired" household effects within prescribed weight allowances.

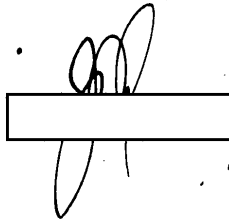
Action: Included in Administrative Instruction.

b. All minor points of difference were resolved to the satisfaction of the concurring offices.

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5. Please note that the signature of the Director is required in two places as marked (1) on the Instruction and (2) on the attachment.

A handwritten signature, likely of the Director, is written over a rectangular box. The signature is in cursive and appears to be "M. J. [unclear]".

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Attachment
Stencil of 

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: 22 December 1949

FROM : Legal Staff

SUBJECT: Proposed Administrative Instruction ☐

STATINTL

1. This office concurs in the comments made by the Budget Officer in memorandum dated 19 December 1949, and particular reference is made to paragraph 4 and his observations in regard to "temporary lodging."

2. We believe that the only source of authority for issuance of a temporary lodging allowance lies in the Foreign Service Act of 1946 (Section 901 (1)), and it is not extended to agencies other than the State Department under the ~~implementary executive orders~~

FOIAB5

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Attach:

1. Copy of ltr 19 Dec. from Budget Officer (*Return to Legal Staff*)
2. Copy of draft of Adm. Instr. ☐

If this is meant
to apply to us
as might be indicated
by the attachment then
most of it is wrong.
Does the attachment mean
that Conf Funds Regs
are amended to agree
with this paper?
P.W.

12/22/49

DRAFT: 21 Nov 49

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Executive Registry

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. DATE

SUBJECT : Travel, Allowances, and Related Expenses

STATINTL

RESCISSIONS: a. Administrative Instruction dated 26 December 1948,
subject: Overseas Allowances.

STATINTL

b. Administrative Instruction dated 7 June 1949,
subject: Travel.

STATINTL

c. Administrative Instruction dated 1 July 1949,
subject: Travel Allowances (Interim Instructions).

STATINTL

d. Administrative Instruction dated 26 October 1949,
subject: Travel Allowances.**1. Travel and Related Items**

a. Travel and transportation expenses, and expenses incident thereto, including those incurred in the movement of dependents, household goods and personal effects, may be paid to or on behalf of employees in accordance with the provisions of Public Law 600 - 79th Congress, Public Law 92 - 81st Congress, Agency and other appropriate legislation, regulations issued thereunder, the Standardized Government Travel Regulations, and the Foreign Service Regulations, ^{and as} ~~except as otherwise~~ specified in this instruction.

b. Issuance of Travel Orders

(1.) Travel orders will be issued by the Fiscal Division except as otherwise stated.

(2.) Chiefs of Mission outside the continental United States may authorize, approve, and issue travel orders for temporary duty travel within their theaters for employees under their jurisdiction.

c. Requests for Travel Orders

(1.) Requests for travel orders, or amendments thereto, other than those issued by Chiefs of Mission, shall be prepared in triplicate.

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21 Nov 49

The original and one copy will be routed to the Fiscal Division, and one copy will be routed to the Transportation Branch, Services Division. All copies will be routed through:

(a.) Assistant Directors or Staff Chiefs or their Deputies in the case of individuals under their jurisdiction.

(b) Chief, Personnel Division, in cases involving permanent change of station or travel to first post of duty abroad.

(c) Executive in case of Staff Chiefs and Assistant Directors; where overseas travel is involved, except temporary duty travel entirely within the theater of a Chief of Mission; and where specifically provided in other Agency regulations.

(2.) Personal action of each forwarding official must be indicated on the request. Requests for domestic travel will be submitted in sufficient time to be processed and reach the Fiscal Division at least 48 hours prior to the planned departure time. Requests for foreign travel should be submitted 60 days in advance of planned date of departure.

(3.) The Fiscal Division, upon the recommendation of the Chief, Services Division, may issue monthly blanket travel orders for truck drivers engaged in repeated official trips and arrange for periodic submission of travel vouchers covering such repeated travel.

d. Responsibilities of the Transportation Branch, Services Division.

(1.) Provide travel arrangement service. (Travelers reporting to foreign points will contact personally wherever possible the Branch at least 6 weeks before the planned date of departure to facilitate the arrangements.)

(2.) Arrange for the issuance of passports, visas, and secure theater clearance when necessary.

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(3.) Verify that properly authenticated official orders have been issued, and that security clearance, physical examination, immunisation (where required), passports, visas, and theater clearance have been obtained before releasing the tickets or Transportation Request to the traveler.

e. Armed Services Personnel

Armed Services personnel performing temporary duty travel or travel in connection with a permanent change of station for the benefit of the Agency will be reimbursed for per diem and travel costs in accordance with the travel regulations of the Armed Services. Upon receipt of travel requests approved by the Fiscal Division, the Naval Administrative Command or Headquarters Detachment will issue appropriate travel orders. Two certified copies of the orders will be forwarded to the Fiscal Division.

f. Physical Examinations and Immunisations in Connection with Foreign Travel.

(1.) A complete physical examination and required immunization are necessary within 90 days prior to departure.

(2.) An additional physical examination to insure freedom from communicable diseases is required within 48 hours prior to departure from Washington.

(3.) A returnee physical examination is required within 5 days after returning to Washington from overseas assignment.

(4.) Physical examinations and immunisations shall be requested by forwarding a Request for Medical Examination and/or Immunisation (Form No. 37-72) to the Medical Division wherever possible, not less than 60 days prior to estimated date of departure.

RESTRICTED

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21 Nov 49

RESTRICTED**g. Travel Accounts**

Travel Vouchers must be submitted to the Fiscal Division upon completion of each trip or at the end of each calendar month in case of extended travel. Vouchers for travel authorized by a Chief of an overseas post shall be submitted to the appropriate post official for processing. Armed Services personnel shall give the necessary data to the Headquarters Detachment or Naval Administrative Command for the preparation of vouchers and submission to the Fiscal Division. Copies of regulations pertaining to travel may be obtained from the Fiscal Division in addition to advice as to the preparation and submission of vouchers.

h. Per Diem and Mileage

(1.) Per diem and mileage rates provided under existing laws and regulations represent the maximum allowable. Officials authorized to issue travel orders will reduce the stipulated rates whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses. The requesting and approving officials of each organizational unit concerned should be in a position to justify the rates requested. The approval of a request by the initiating office will be deemed a certificate that the rates stipulated therein are not in excess of the amounts normally required to meet the necessary official travel expenses under the circumstances.

(2.) For extended periods of temporary duty at the same post in the United States, normally the following schedule of maximum rates shall apply:

First 60 days	-	\$9.00
Second 60 days	-	6.00
Third 60 days	-	3.00

Absence of 10 days or less shall not be considered as interrupting the continuity of temporary duty at the same post.

RESTRICTED

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Nov 49

RESTRICTED

(3.) Per diem incident to travel abroad and return therefrom, payable to an employee and his immediate family, shall be in accordance with applicable provisions of the Foreign Service Regulations.

1. Allowance. Emergency Travel

Under the supervision of the Executive and his Deputy the authority to approve travel performed by civilian employees on account of an emergency or without prior authority and the payment or reimbursement of expenses incurred incident to such travel may be approved by the Chief, Administrative Staff.

separation allowances will be made by the Fiscal Division on the basis of detailed information submitted by the Chiefs of Mission and their recommendations. Chiefs of Mission may grant transfer and separation allowances when specifically directed by the Chief, Fiscal Division. Application for such allowances will be processed as in (2) above and supported by information in sufficient detail to permit a determination as to the propriety for such payments.

(2.) Chiefs of Mission are authorized to grant U. S. Citizen employees temporary lodging, quarters, post, and special post allowances on the basis of evidence submitted to and investigated by him, subject to recognized review practices by the Fiscal Division. Application for Allowances (Form No. 34-32) will be submitted in duplicate by the employee to his Chief of Mission.

(3.) Prior determination with respect to transfer and separation allowances will be made by the Fiscal Division on the basis of detailed information submitted by the Chiefs of Mission and their recommendations. Chiefs of Mission may grant transfer and separation allowances when specifically directed by the Chief, Fiscal Division. Application for such allowances will be processed as in (2) above and supported by information in sufficient detail to permit a determination as to the propriety for such payments.

RESTRICTED

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1 Nov 49

RESTRICTED

(4.) The granting of temporary lodging, quarters, post, special post, transfer and separation allowances will be effected through the issuance, in quadruplicate, of a Schedule of Allowances (Form 34-33). The original and 2 signed copies, together with a signed copy of each pertinent Application for Allowances, must be transmitted to the Fiscal Division.

(5.) Schedules of Allowances will be issued each time an allowance is granted, revised, or terminated. The schedules also must be issued at the beginning of each fiscal year (1 July) with complete information as to the allowances payable to the employees of each Mission; however, where no change has occurred, it will not be necessary to submit supporting evidence and information otherwise required by this instruction.

(6.) As of 1 January and 1 July of each year and at such other times as may be deemed necessary by the Chief of Mission, he should review his employees' estimated annual expenditure for quarters. The estimated amount should be compared with information as to expenditures made and anticipated to determine the need for requiring the employee to submit a revised Application for Allowances, thereby applying for a revised quarters or quarters portion of a special post allowance grant.

c. Post Differentials and Cost of Living Allowances

(1.) Foreign and territorial post differentials and territorial cost of living allowances will be paid employees in accordance with regulations issued by the Department of State and the Civil Service Commission.

(2.) Such differentials and allowances will be granted, where applicable, by the Chief, Personnel Division, and be included on the employees' Personnel Actions (Form No. 37-3).

(3.) To be eligible for Foreign and territorial post differentials an employee must be a citizen or national of the United States.

RESTRICTED

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RESTRICTED**3. Special Authorities.**

Incident to assignment of employees to permanent duty stations outside the continental United States, its Territories and possessions, the following expenses, in addition to those normally payable, may be allowed:

a. Travel and transportation expense incident to return of an employee and his immediate family when ordered to the United States for home leave. The employee must have been a resident of the United States or its Territories and possessions at time of employment by the Government. Orders for home leave will be issued upon completion by the employee of 2 years continuous Government service abroad or as soon as possible thereafter, provided that he has accrued to his credit at the time of such order annual leave sufficient to carry him in a pay status while in the United States for at least a 30 day period. In the event the full 2 years service has not been spent with the Agency, the employee will be required to sign an agreement to complete 2 years of service with the Agency unless separated for reasons beyond his control. While on home leave, the employee shall not be available for work or duties except in the Agency or for training or reorientation for work; and the time of such work or duty shall not be counted as leave. Leave of absence granted for home leave shall be exclusive of the time actually and necessarily occupied in going to or from residence in the United States or its Territories and possessions and such time as may be necessarily occupied in awaiting transportation.

b. Travel and transportation expenses, including transportation of household goods and personal effects, of an employee and his immediate family to his successive posts of duty, and on the termination of his services, to his residence at time of appointment or to a point not more distant or, upon retirement to the place where he will reside.

c. Cost of storing the household goods and personal effects of an employee who is absent under orders from his usual post of duty, or who is assigned to

RESTRICTED

a post to which, because of emergency conditions, he is not permitted to take his household and personal effects. When it is determined, because of emergency conditions, that household goods and personal effects may not be shipped, the facts must be brought to the immediate attention of the Fiscal Division. Household goods and personal effects stored may not exceed the authorized weight allowance.

d. Cost of storing the household goods and personal effects of an employee on first arrival at a post for a period not in excess of 3 months after such first arrival or until the establishment of residence quarters, whichever shall be shorter.

e. Travel and transportation expense, including transportation of household goods and personal effects, of an employee and his immediate family from a post at which, because of the prevalence of disturbed conditions, there is imminent danger to life and property; and the return of such persons, goods and effects to such post upon the cessation of such conditions; or to such other post as may in the meantime have become the post to which the employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

f. Expense in transporting a privately-owned automobile for or on behalf of an employee in a case where it is determined that water, rail, or air transportation of the automobile is necessary or expedient for any part or of all the distance between points of origin and destination. Determination that an employee's privately-owned automobile is to be shipped at Government expense must be indicated in the request for travel. The employee will be required to sign an agreement precluding the sale of the automobile unless subsequently authorized by the Assistant Director or Staff Chief concerned.

g. Travel expense of a full-time employee, by whatever means deemed appropriate, where illness or injury (not the result of vicious habits, intemperance

RESTRICTED

or misconduct) incurred while on assignment abroad, necessitates hospitalization in a locality where there does not exist a suitable hospital or clinic. If the employee is too ill to travel unattended, travel expense of an attendant may also be paid. Except in extreme emergency, approval for travel under this section must be secured in advance from the Executive. A complete report must be furnished to the Fiscal Division in all cases.

h. Cost of preparing and transporting the remains of an employee or a member of his family, who may die while in a travel status or abroad, to his home or official station, or to such other place determined by the Chief, Personnel Division, to be the appropriate place of interment, providing that in no case shall the expense allowed be greater than the amount payable had the destination been the home or official station.

i. Travel and transportation expense, including transportation of household goods and personal effects, of new appointees and their ^{immediate} families from places of actual residence in foreign countries at time of appointment to places of employment or a point not more distant. Such appointees must agree in writing to remain with the United States Government for a period of not less than 2 years from the time of appointment. Violation of such agreement for personal convenience of an employee or because of separation for misconduct will bar return payments and, in the event of such violation within 12 months, if determined by the Chief, Personnel Division, to be in the best interests of the United States, any money expended on account of such travel and transportation shall be considered as a debt due by the individual concerned to the United States.

j. Travel and transportation expense of dependents and household goods and personal effects (within established weight limitations) acquired subsequent to

RESTRICTED

issuance of change in station or home leave orders, when properly authorized in an amendment to the original order, and travel or transportation commences within one year of the date the employee arrives at his post of duty.

4. Local Personnel.

Personnel hired locally by Chiefs of Missions normally will receive travel expense, allowances and other benefits as dictated by local custom, and, whenever possible, practices followed by other governmental activities. Employment documents or contracts for services must set forth the details of the arrangement in each case.

R H H

DISTRIBUTION: A

~~Attachment (Special Distribution)~~

CONCURRENCES:

_____	Date
_____	Date
_____	Date
_____	Date
_____	Date

DRAFT-December 8, 1949-
[]

25X1

CONFIDENTIAL

25X1

ATTACHMENT TO A.I. [] , dated _____

25X1

Administrative Instruction No. [] , dated December _____ 1949,
will apply to travel performed under Confidential Funds orders, except
when specifically approved otherwise.

RRH

DISTRIBUTION: A.

25X1

NOTE: This Attachment will not be used with copies of Administrative
Instruction [] distributed outside the Washington Office.

CONFIDENTIAL

CONFIDENTIAL

COPY NO. 51

31 October 1946

CIG-A

CENTRAL INTELLIGENCE AGENCY

INSTRUCTION

ADMINISTRATIVE ORDER

QUARTERS, COST OF LIVING, SPECIAL FOREIGN LIVING ALLOWANCES

1. Where specifically authorized or approved, quarters allowances, cost of living allowances, or special foreign living allowances shall be paid to those employees having permanent station in a foreign country. Such allowances shall be paid in accordance with the provisions of Bureau of the Budget Circular A-8, Parts A and B.

2. For the purposes of paragraph 6 of Part A, civilian employees will

be classified as follows:

Group 2. Chief of Missions and other principal officers directly subordinate to Washington, D. C. (Unless otherwise approved by the Director, these officials will fall in grades CAF-13 or P-6 or above. Employees in those grades who are not directly subordinate to Washington are listed in Group 3).

Group 3. Technical and professional employees with grades of CAF-9 or P-3 or above and not covered by Group 2.

Group 4. All other employees with grades under CAF-9 or P-3.

MEMORANDUM ATTACHED

RENUMBERED PER CIA GENERAL ORDER

HOYT S. VINDENBERG
Lieutenant General, USA
Director, CIG

EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL
CANCELLED OR SUPERSEDED.

RESTRICTED

STATINTL

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.ADMINISTRATIVE INSTRUCTION
NUMBER [redacted]

26 December 1948

STATINTL

SUBJECT: Overseas Allowances

Recision: Administrative Instruction [redacted]
dated 25 October 1947

STATINTL

1. Effective at the close of business 25 December 1948, Administrative Instruction [redacted] dated 25 October 1947 is rescinded.

STATINTL

2. Effective 26 December 1948, overseas allowances will be paid CIA employees in accordance with the provisions of applicable regulations issued by the Department of State, Bureau of the Budget, and Civil Service Commission.

3. Allowances granted will be subject to pertinent Agency administrative controls and instructions.

STATINTL

[redacted]
R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

DISTRIBUTION: A

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STATINTL
STATINTLCENTRAL INTELLIGENCE AGENCY
Washington, D. C.

File

ADMINISTRATIVE INSTRUCTION
NUMBER []

25 October 1947

SUBJECT: Quarters, Cost of Living and Special Foreign Allowances
CIA Administrative Instruction [] dated
31 October 1946 is rescinded.1. Allowances and Authority

Allowance for quarters, cost of living, or special foreign living allowances will be paid employees having permanent station in a foreign country in accordance with provisions of Bureau of Budget Circular A-8, Parts A and B.

2. Classification. Civilian employees will be classified as follows:a. Group 2

- (1) Chiefs of Missions and other principal officers directly subordinate to Washington, D. C. in grades CAF-13 or P-6 or above.
- (2) Chiefs of Missions and other principal officers directly subordinate to Washington, D. C., in grades below CAF-13 or P-6 may receive the allowance applicable to this Group if specifically authorized by the Director.

b. Group 3

- (1) Employees in grades CAF-13 or P-6 or above who are not directly subordinate to Washington, D.C.
- (2) Employees in grades CAF-9 or P-3 and above who are not covered by Group 2.

c. Group 4

All other employees in grades under CAF-9 or P-3.

3. Exceptions to Regular and Special Allowances During Absence from Official Station

- a. Quarters Allowance. Quarters allowance to personnel absent from official station will be authorized as follows upon submission of a statement approved by the Chief of the Mission that employee has maintained, paid for, and not sublet quarters at his regular post during the period of absence:

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(3255)

*Received by Admin. Section
Dated 26 December 1948*

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- 2 -

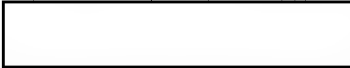
a. Quarters Allowance (continued)

- (1) Not to exceed 90 days during temporary absence under orders inclusive of any approved annual leave. If it is anticipated that temporary duty will extend beyond 90 days, a transfer of official station should be effected.
- (2) Not to exceed 90 days during authorized leave of absence with pay plus transit time when leave is taken in the United States.
- (3) During absence from post of assignment without pay on account of illness or beyond the period of leave with pay specified above, when the Director determines that such continuance would be in the public interest.

b. Living and Special Foreign Living Allowance. The living allowance provided by Bureau of the Budget Circular A-8 for personnel permanently assigned to foreign stations will be authorized while in travel status, to:

- (1) Personnel with family provided family does not accompany employee.
- (2) Personnel without family during any trip of less than 24 hours duration.

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R. H. HELLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

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9 December 1946

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MEMORANDUM TO THE ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS

Subject: CIG Administrative Order []

Enclosure: a. Memorandum from the Chief, Special Funds
to the ADSO, dated 2 December 1946.

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1. Attached hereto is a memorandum, dated 2 December 1946, from the Chief, Special Funds Section to you concerning the above subject. [] requests a specific definition of those persons who are eligible to receive the quarters allowance commensurate with a Group II classification. Paragraph 6, Part A of Bureau of the Budget Circular A-8, provides for the classification of employees in four groups. This classification is one of the bases which determines the amount of quarters allowances to be paid.

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2. The following is submitted in accordance with the questions set forth in paragraph 3 of Mr. Nichols' memorandum:

b). Administrative Order [] provides that Group II classification applies to Chiefs of Missions and other principal officers directly subordinate to Washington, D. C., and unless otherwise approved by the Director, these officials will fall in grades CAF-13 or P-6 or above. Therefore, the answer to question b would appear to be yes.

c). There appears to be no reason why the Chief of a small station necessarily should be treated differently than the Chief of a larger station if he otherwise is eligible to receive the quarters allowance for Group II.

d). It appears that a few individuals are receiving approved representation allowances and may now be eligible to receive higher quarters allowances. The amounts prescribed in Bureau of the Budget Circular A-8 are the maximum amount only, and it is within the administrative discretion of the head of the department concerned to prescribe lower amounts or no allowances where the expenses incurred at the overseas station are less than those anticipated, or where no higher costs for living expenses are occasioned by the assignment in a foreign country. It would appear desirable that a review be made of all representation allowances now being paid before the greater quarters allowances are made effective based on the higher classification of the individuals concerned.

e). As stated in d above, the prescribed allowances are maximum amounts and, where the expenses at a particular station do not warrant payment of the full amount, an administrative determination should be made as to amounts to be paid. Since the actual Chief of Mission in this case has turned over to a

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subordinate the social responsibilities normally the liability of the Chief of Mission and is himself living very covertly, there should be a determination of the living expenses which would normally be incurred by an individual in the status presently occupied by the actual Chief of Mission. The payment of quarters allowances should then be based on such expenses rather than the expenses normally anticipated for the Chief of a Mission assuming full responsibility. In addition, the representation allowance received by the subordinate acting as the Chief of Mission should be reviewed. Under the circumstances, it might be deemed appropriate to classify him in Group II if otherwise eligible to be placed in such a Group.

25X1 3. Paragraph 4 of [] memorandum recommends that no person receive the Group II classification except on request of the Chief of the branch concerned and the specific approval of the Assistant Director for Special Operations or other Assistant Director concerned. It is believed that this is a desirable procedure, inasmuch as the payment of the maximum quarters and cost of living allowances is a matter for administrative determination. This is particularly so when the purpose of the extra allowances prescribed in Bureau of the Budget Circular A-8 is to compensate the individual for the increased living expenses incurred by reason of the employee being stationed outside the continental limits of the United States. It is not intended that this additional allowance cover the entire cost of an employee's living expenses while abroad. It is believed that the recommended procedure would facilitate answering the specific questions proposed by [] in paragraph 3 of his memorandum.

25X1

25X1 []
Assistant General Counsel

25X1 cc: []
25X1 Saunders []

JSW:mbt

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9 January 1947

MEMORANDUM FOR THE DIRECTOR, CENTRAL INTELLIGENCE:

25X1

SUBJECT: CIG Administrative Order

25X1

1. CIG Administrative Order dated October 31, 1946 makes provision for Group II classification for civilian employees who are Chiefs of Missions or principal officers directly subordinate to Washington, D. C. The Order specifies that these officials will fall in grades CAF-13 or P-6 or above, unless otherwise approved by the Director.
2. I recommend the Group II classification for ¹four officials who are chiefs of their respective stations and directly subordinate to Washington, but whose grades are below the CAF-13 or P-6 level. It is believed in each case that the fulfillment of the obligations at the station concerned justifies the Group II classification.
3. Therefore, there is attached a proposed letter of authorization for the Director's signature. The Director's approval of this proposed letter will permit Special Funds to pay the Group II classification to the individuals concerned.
4. It is recommended that the payment under the Group II classification be made effective 1 January 1947, except when an individual was appointed to his respective position at a date subsequent thereto in which event the Group II allowance will commence on the date he assumed the responsibility at the overseas post.

DONALD H. GALLOWAY
Assistant Director
Special Operations

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SECRET**MEMORANDUM**

TO : Chief, Special Funds Section
FROM : Director, CIG
THRU : ADSO
SUBJECT : Group II Classification Under Bureau of Budget Circular A-8.

25X1A 1. The following officials of the Office of Special Operations are approved for the Group II classification for overseas quarters, under provisions of Bureau of the Budget Circular A-8, and CIG Administrative Order No. 31.



2. This authorization will remain valid only so long as the above named individuals remain in their present posts and directly subordinate to Washington, D. C.

3. This authorization will be effective 1 January 1947 for those individuals at the posts concerned on that date. Other effective dates will be the date the individual concerned assumes the responsibilities outlined in Paragraph 1 above.

HOYT S. VANDENBERG
Lieutenant General, USA
Director, CIG

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MEMORANDUM

26 August 1947

TO: Assistant Chief, Budget & Finance Branch
FROM: Chief, Special Funds Division
SUBJECT: Revision of Administrative Order [redacted]

We have reviewed the draft of the revision of CIG Administrative Order [redacted] and concur completely with the presentation with one exception. This exception concerns the last sentence in paragraph 4.

It is suggested that this sentence be revised to read as follows:

"With respect to the provision concerning cost of living allowances as set forth in Paragraph 3, this Agency will pay no allowance where the employee's family accompanies an employee to the United States during his absence in a travel or leave status."

[redacted]
Chief, Special Funds Division

Attachment

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CIG-A-10039-0

16 January 1947

MEMORANDUM FOR THE DIRECTOR, CENTRAL INTELLIGENCE:

SUBJECT: CIG Administrative Order []

1. CIG Administrative Order [] dated October 31, 1946, makes provision for Group II classification for civilian employees who are Chiefs of Missions or principal officers directly subordinate to Washington, D. C. The Order specifies that these officials will fall in grades CAF-13 or P-6 or above, unless otherwise approved by the Director.

2. I recommend the Group II classification for [] who will be a Chief of Station and directly subordinate to Washington, but whose grade is below the CAF-13 or P-6 level. It is believed that the fulfillment of the obligation at the Station concerned justifies the Group II classification.

3. Therefore, there is attached a proposed letter of authorization for the Director's signature. The Director's approval of this proposed letter will permit Special Funds to pay the Group II classification to the individual concerned.

4. It is recommended that the payment under the Group II classification be made effective as of the date of his assumption of duties at the overseas post.

DONALD H. GALLOWAY
Assistant Director
Special Operations

cc: Registry - Admin. Bldg.

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Special Funds ✓

Central Registry (2)

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RESTRICTEDCENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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ADMINISTRATIVE INSTRUCTION
NO. []

6 January 1950

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SUBJECT: Travel, Allowances, and Related Expenses

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- RESCISSIONS:
- a. Administrative Instruction [] dated 26 December 1948, subject: Overseas Allowances.
 - b. Administrative Instruction [] dated 7 June 1949, subject: Travel.
 - c. Administrative Instruction [] dated 1 July 1949, subject: Travel Allowances (Interim Instructions).
 - d. Administrative Instruction [] dated 26 October 1949, subject: Travel Allowances.

1. Travel and Related Items

a. Travel and transportation expenses, and expenses incident thereto, including those incurred in the movement of dependents, household goods and personal effects, may be paid to or on behalf of employees in accordance with the provisions of Public Law 600 - 79th Congress, Public Law 92 - 81st Congress, Agency and other appropriate legislation, regulations issued thereunder, the Standardized Government Travel Regulations, the Foreign Service Regulations, and as specified in this Instruction.

b. Issuance of Travel Orders.

(1) Travel orders will be issued by the Fiscal Division except as otherwise stated.

(2) Chiefs of Missions outside the continental United States may authorize, approve, and issue travel orders for temporary duty travel within their theaters for employees under their jurisdiction.

c. Requests for Travel Orders.

(1) Requests for travel orders, or amendments thereto, other than those issued by Chiefs of Missions, shall be prepared in triplicate. The original and one copy will be routed to the Fiscal Division, and one copy will be routed to the Transportation Branch, Services Division. All copies will be routed through:

(a) Assistant Directors or Staff Chiefs or their Deputies in the case of individuals under their jurisdiction.

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(b) Chief, Personnel Division, in cases involving permanent change of station or travel to first post of duty abroad.

(c) Executive in cases of Staff Chiefs or Assistant Directors, or when travel abroad is involved.

(d) Chief, Administrative Staff, when request includes overseas transportation of automobile.

(2) Personal action of each forwarding official must be indicated on the request. Requests for domestic travel will be submitted in sufficient time to be processed and reach the Fiscal Division at least 48 hours prior to the planned departure time. Requests for foreign travel should be submitted 60 days in advance of planned date of departure.

(3) The Fiscal Division, upon the recommendation of the Chief, Services Division, may issue monthly blanket travel orders for truck drivers engaged in repeated official trips and arrange for periodic submission of travel vouchers covering such repeated travel.

d. Responsibilities of the Transportation Branch, Services Division.

(1) Provide travel arrangement service. Personnel ordered overseas should contact the Transportation Branch six weeks prior to departure.

(2) Arrange for the issuance of passports, visas, and secure theater clearance when necessary.

(3) Verify that properly authenticated official orders have been issued, and that security clearance, physical examination, immunization, passports, visas, and theater clearance have been obtained before releasing the tickets or Transportation Request to the traveler.

e. Armed Services Personnel.

Armed Services personnel performing temporary duty travel or travel in connection with a permanent change of station for the benefit of the Agency will be reimbursed for per diem and travel costs in accordance with the travel regulations of the Armed Services. Upon receipt of travel requests approved by the Fiscal Division, the Naval Administrative Command or Headquarters Detachment will issue appropriate travel orders. Two certified copies of the orders will be forwarded to the Fiscal Division.

f. Physical Examinations and Immunizations in Connection with Foreign Travel.

(1) A complete physical examination and required immunization are necessary within 90 days prior to departure.

(2) An additional physical examination to insure freedom from communicable diseases is required within 48 hours prior to departure from Washington.

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(3) A returnee physical examination is required within five days after returning to Washington from overseas assignment.

(4) Physical examinations and immunizations should be requested by forwarding a Request for Medical Examination and/or Immunization (Form No. 37-72) to the Medical Division, not less than 60 days prior to estimated date of departure.

g. Travel Accounts.

Travel vouchers must be submitted to the Fiscal Division upon completion of each trip or at the end of each calendar month in case of extended travel. Vouchers for travel authorized by a Chief of an overseas post shall be submitted to the appropriate post official for processing. Armed Services personnel shall give the necessary data to the Headquarters Detachment or Naval Administrative Command for the preparation of vouchers and submission to the Fiscal Division. Copies of regulations pertaining to travel may be obtained from the Fiscal Division in addition to advice as to the preparation and submission of vouchers.

h. Per Diem and Mileage.

(1) Per diem and mileage rates provided under existing laws and regulations represent the maximum allowable. Officials authorized to issue travel orders will reduce the stipulated rates whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses. The requesting and approving officials of each organizational unit concerned should be in a position to justify the rates requested. The approval of a request by the initiating office will be deemed a certificate that the rates stipulated therein are not in excess of the amounts normally required to meet the necessary official travel expenses under the circumstances.

(2) For extended periods of temporary duty at the same post in the United States, normally the following schedule of maximum rates shall apply:

First 60 days - \$9.00 ✓
Second 60 days - 6.00 ✓
Third 60 days - 3.00 ✓

Absence of ten days or less shall not be considered as interrupting the continuity of temporary duty at the same post.

(3) Per diem incident to travel abroad and return therefrom, payable to an employee and his immediate family, shall be in accordance with applicable provisions of the Foreign Service Regulations.

2. Allowances

a. Overseas and territorial allowances will be paid employees in accordance with the provisions of applicable regulations issued by the Department of State and the Civil Service Commission, except as otherwise specified in this Instruction.

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b. Quarters and Post Allowances.

(1) Temporary lodging, quarters, post, special post, transfer, and separation allowances will be computed and administered using the Standardized Government Civilian Allowance Regulations as a basis.

(2) Chiefs of Missions are authorized to grant U. S. citizen employees temporary lodging, quarters, post, and special post allowances on the basis of evidence submitted to and investigated by them, subject to recognized review practices by the Fiscal Division. Application for Allowances will be submitted in duplicate by the employee to his Chief of Mission.

(3) Prior determination with respect to transfer, temporary lodging and separation allowances will be made by the Fiscal Division on the basis of detailed information and recommendations submitted by the Chiefs of Missions. Chiefs of Missions may grant transfer, temporary lodging and separation allowances when specifically directed by the Chief, Fiscal Division. Application for such allowances will be processed as in (2) above and supported by information in sufficient detail to permit a determination as to the propriety for such payments.

(4) The granting of temporary lodging, quarters, post, special post, transfer and separation allowances will be effected through the issuance, in quadruplicate, of a Schedule of Allowances. The original and two signed copies, together with a signed copy of each pertinent Application for Allowances, must be transmitted to the Fiscal Division.

(5) Schedules of Allowances will be issued each time an allowance is granted, revised, or terminated. The schedules also must be issued at the beginning of each fiscal year (1 July) with complete information as to the allowances payable to the employees of each Mission; however, where no change has occurred, it will not be necessary to submit supporting evidence and information otherwise required by this Instruction.

(6) As of 1 January and 1 July of each year and at such other times as may be deemed necessary by the Chief of Mission, he should review his employees' estimated annual expenditure for quarters. The estimated amount should be compared with information as to expenditures made and anticipated to determine the need for requiring the employee to submit a revised Application for Allowances, thereby applying for a revised quarters or quarters portion of a special post allowance grant.

c. Post Differentials and Cost of Living Allowances.

(1) Foreign and territorial post differentials and territorial cost of living allowances will be paid employees in accordance with regulations issued by the Department of State and the Civil Service Commission.

(2) Such differentials and allowances will be granted, where applicable, by the Chief, Personnel Division, and be included on the employees' Personnel Actions.

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(3) To be eligible for foreign and territorial post differentials an employee must be a citizen or national of the United States.

3. Special Authorities

Incident to assignment of employees to permanent duty stations outside the continental United States, its Territories and possessions, the following expenses, in addition to those normally payable, may be allowed:

a. Travel and transportation expenses incident to return of an employee and his immediate family when ordered to the United States for home leave. The employee must have been a resident of the United States or its Territories and possessions at time of employment by the Government. Orders for home leave will be issued upon completion by the employee of two years continuous Government service abroad or as soon as possible thereafter, provided that he has accrued to his credit at the time of such order annual leave sufficient to carry him in a pay status while in the United States for at least a 30 day period. In the event the full two years service has not been spent with the Agency, the employee will be required to sign an agreement to complete two years of service with the Agency unless separated for reasons beyond his control. While on home leave, the employee shall not be available for work or duties except in the Agency or for training or reorientation for work; and the time of such work or duty shall not be counted as leave. Leave of absence granted for home leave shall be exclusive of the time actually and necessarily occupied in going to or from residence in the United States or its Territories and possessions and such time as may be necessarily occupied in awaiting transportation.

b. Travel and transportation expenses, including transportation of household goods and personal effects, of an employee and his immediate family to his successive posts of duty, and on the termination of his services, to his residence at time of appointment or to a point not more distant, or upon retirement to the place where he will reside.

c. Cost of storing the household goods and personal effects of an employee who is absent under orders from his usual post of duty, or who is assigned to a post to which, because of emergency conditions, he is not permitted to take his household and personal effects. When it is determined, because of emergency conditions, that household goods and personal effects may not be shipped, the facts must be brought to the immediate attention of the Fiscal Division. Household goods and personal effects stored may not exceed the authorized weight allowance.

d. Cost of storing the household goods and personal effects of an employee on first arrival at a post for a period not in excess of three months after such first arrival or until the establishment of residence quarters, whichever shall be shorter.

e. Travel and transportation expenses, including transportation of household goods and personal effects, of an employee and his immediate family from a post at which, because of the prevalence of disturbed conditions, there is imminent danger to life and property; and the return of

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Permitted, per A.G.

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such persons, goods and effects to such post upon the cessation of such conditions; or to such other post as may in the meantime have become the post to which the employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

f. Expense in transporting a privately-owned automobile for or on behalf of an employee in a case where it is determined that water, rail, or air transportation of the automobile is necessary or expedient for any part of or all the distance between points of origin and destination. Determination that an employee's privately-owned automobile is to be shipped at Government expense must be indicated in the request for travel. The employee will be required to sign an agreement precluding the sale of the automobile unless subsequently authorized by the Assistant Director or Staff Chief concerned.

g. Travel expense of a full-time employee, by whatever means deemed appropriate, where illness or injury (not the result of vicious habits, intemperance or misconduct) incurred while on assignment abroad, necessitates hospitalization in a locality where there does not exist a suitable hospital or clinic. Expenses will be allowed to and from the nearest suitable hospital or clinic. If the employee is too ill to travel unattended, travel expense of an attendant may also be paid. Except in extreme emergency, approval for travel under this section must be secured in advance from the Executive. A complete report must be furnished in all cases.

h. Cost of preparing and transporting the remains of an employee or a member of his family, who may die while in a travel status or abroad, to his home or official station, or to such other place determined by the Chief, Personnel Division, to be the appropriate place of interment, provided that in no case shall the expense allowed be greater than the amount payable had the destination been the home or official station.

i. Travel and transportation expenses, including transportation of household goods and personal effects, of new appointees and their immediate families from places of actual residence in foreign countries at time of appointment to places of employment and return to their actual residences at time of appointment or a point not more distant. Such appointees must agree in writing to remain with the United States Government for a period of not less than two years from the time of appointment. Violation of such agreement for personal convenience of an employee or because of separation for misconduct may bar return payments and, in the event of such violation within 12 months, if determined by the Chief, Personnel Division, to be in the best interests of the United States, any money expended on account of such travel and transportation shall be considered as a debt due by the individual concerned to the United States.

j. Travel and transportation expenses of dependents and household goods and personal effects (within established weight limitations) acquired subsequent to issuance of change in station or home leave orders, when properly authorized in an amendment to the original order, and travel or transportation commences within one year of the date the employee arrives at his post of duty. Personal effects include privately-owned vehicle.

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4. Local Personnel

Personnel hired locally by Chiefs of Missions normally will receive travel expense, allowances and other benefits as dictated by local custom, and, whenever possible, practices followed by other governmental activities. Employment documents or contracts for services must set forth the details of the arrangement in each case.

5. Except as specifically approved otherwise by the Director, the additional benefits provided by this Instruction shall not apply to individuals in those cases where the travel or transportation commenced prior to the date of this Instruction.

6. The Executive is authorized to take appropriate action on requests for exceptions to the provisions of this Instruction.

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R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

Attachment

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ATTACHMENT TO ADMINISTRATIVE INSTRUCTION [] DATED
6 JANUARY 1950.

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1. Administrative Instruction [] dated 6 January 1950, will apply to travel, allowances and related expenses paid from confidential funds except as otherwise specifically provided in Confidential Funds Regulations.

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2. For the above purposes those portions of [] which refer to officials of the Administrative Staff by their titles apply to like officials in the Special Support Staff.

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R. H. HILLENKOTTER

Rear Admiral, USN

Director of Central Intelligence

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DISTRIBUTION: A.

NOTE: This Attachment will not be used with copies of Administrative Instruction [] distributed outside the Washington Office.

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RESTRICTEDCENTRAL INTELLIGENCE AGENCY
Washington, D. C.ADMINISTRATIVE INSTRUCTION
NO. []

6 January 1950

STATINTL

SUBJECT: Travel, Allowances, and Related Expenses

STATINTL

RESCISSIONS: a. Administrative Instruction [] dated 26 December 1948, subject: Overseas Allowances.

STATINTL

b. Administrative Instruction [] dated 7 June 1949, subject: Travel.

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c. Administrative Instruction [] dated 1 July 1949, subject: Travel Allowances (Interim Instructions).

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d. Administrative Instruction [] dated 26 October 1949, subject: Travel Allowances.

1. Travel and Related Items

a. Travel and transportation expenses, and expenses incident thereto, including those incurred in the movement of dependents, household goods and personal effects, may be paid to or on behalf of employees in accordance with the provisions of Public Law 600 - 79th Congress, Public Law 92 - 81st Congress, Agency and other appropriate legislation, regulations issued thereunder, the Standardized Government Travel Regulations, the Foreign Service Regulations, and as specified in this Instruction.

b. Issuance of Travel Orders.

(1) Travel orders will be issued by the Fiscal Division except as otherwise stated.

(2) Chiefs of Missions outside the continental United States may authorize, approve, and issue travel orders for temporary duty travel within their theaters for employees under their jurisdiction.

c. Requests for Travel Orders.

(1) Requests for travel orders, or amendments thereto, other than those issued by Chiefs of Missions, shall be prepared in triplicate. The original and one copy will be routed to the Fiscal Division, and one copy will be routed to the Transportation Branch, Services Division. All copies will be routed through:

(a) Assistant Directors or Staff Chiefs or their Deputies in the case of individuals under their jurisdiction.

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(b) Chief, Personnel Division, in cases involving permanent change of station or travel to first post of duty abroad.

(c) Executive in cases of Staff Chief's or Assistant Directors, or when travel abroad is involved.

(d) Chief, Administrative Staff, when request includes overseas transportation of automobile.

(2) Personal action of each forwarding official must be indicated on the request. Requests for domestic travel will be submitted in sufficient time to be processed and reach the Fiscal Division at least 48 hours prior to the planned departure time. Requests for foreign travel should be submitted 60 days in advance of planned date of departure.

(3) The Fiscal Division, upon the recommendation of the Chief, Services Division, may issue monthly blanket travel orders for truck drivers engaged in repeated official trips and arrange for periodic submission of travel vouchers covering such repeated travel.

d. Responsibilities of the Transportation Branch, Services Division.

(1) Provide travel arrangement service. Personnel ordered overseas should contact the Transportation Branch six weeks prior to departure.

(2) Arrange for the issuance of passports, visas, and secure theater clearance when necessary.

(3) Verify that properly authenticated official orders have been issued, and that security clearance, physical examination, immunization, passports, visas, and theater clearance have been obtained before releasing the tickets or Transportation Request to the traveler.

e. Armed Services Personnel.

Armed Services personnel performing temporary duty travel or travel in connection with a permanent change of station for the benefit of the Agency will be reimbursed for per diem and travel costs in accordance with the travel regulations of the Armed Services. Upon receipt of travel requests approved by the Fiscal Division, the Naval Administrative Command or Headquarters Detachment will issue appropriate travel orders. Two certified copies of the orders will be forwarded to the Fiscal Division.

f. Physical Examinations and Immunizations in Connection with Foreign Travel.

(1) A complete physical examination and required immunization are necessary within 90 days prior to departure.

(2) An additional physical examination to insure freedom from communicable diseases is required within 48 hours prior to departure from Washington.

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(3) A returnee physical examination is required within five days after returning to Washington from overseas assignment.

(4) Physical examinations and immunizations should be requested by forwarding a Request for Medical Examination and/or Immunization (Form No. 37-72) to the Medical Division, not less than 60 days prior to estimated date of departure.

g. Travel Accounts.

Travel vouchers must be submitted to the Fiscal Division upon completion of each trip or at the end of each calendar month in case of extended travel. Vouchers for travel authorized by a Chief of an overseas post shall be submitted to the appropriate post official for processing. Armed Services personnel shall give the necessary data to the Headquarters Detachment or Naval Administrative Command for the preparation of vouchers and submission to the Fiscal Division. Copies of regulations pertaining to travel may be obtained from the Fiscal Division in addition to advice as to the preparation and submission of vouchers.

h. Per Diem and Mileage.

(1) Per diem and mileage rates provided under existing laws and regulations represent the maximum allowable. Officials authorized to issue travel orders will reduce the stipulated rates whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses. The requesting and approving officials of each organizational unit concerned should be in a position to justify the rates requested. The approval of a request by the initiating office will be deemed a certificate that the rates stipulated therein are not in excess of the amounts normally required to meet the necessary official travel expenses under the circumstances.

(2) For extended periods of temporary duty at the same post in the United States, normally the following schedule of maximum rates shall apply:

First 60 days	- \$9.00
Second 60 days	- 6.00
Third 60 days	- 3.00

Absence of ten days or less shall not be considered as interrupting the continuity of temporary duty at the same post.

(3) Per diem incident to travel abroad and return therefrom, payable to an employee and his immediate family, shall be in accordance with applicable provisions of the Foreign Service Regulations.

2. Allowances

a. Overseas and territorial allowances will be paid employees in accordance with the provisions of applicable regulations issued by the Department of State and the Civil Service Commission, except as otherwise specified in this Instruction.

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b. Quarters and Post Allowances.

(1) Temporary lodging, quarters, post, special post, transfer, and separation allowances will be computed and administered using the Standardized Government Civilian Allowance Regulations as a basis.

(2) Chiefs of Missions are authorized to grant U. S. citizen employees temporary lodging, quarters, post, and special post allowances on the basis of evidence submitted to and investigated by them, subject to recognized review practices by the Fiscal Division. Application for Allowances will be submitted in duplicate by the employee to his Chief of Mission.

(3) Prior determination with respect to transfer, temporary lodging and separation allowances will be made by the Fiscal Division on the basis of detailed information and recommendations submitted by the Chiefs of Missions. Chiefs of Missions may grant transfer, temporary lodging and separation allowances when specifically directed by the Chief, Fiscal Division. Application for such allowances will be processed as in (2) above and supported by information in sufficient detail to permit a determination as to the propriety for such payments.

(4) The granting of temporary lodging, quarters, post, special post, transfer and separation allowances will be effected through the issuance, in quadruplicate, of a Schedule of Allowances. The original and two signed copies, together with a signed copy of each pertinent Application for Allowances, must be transmitted to the Fiscal Division.

(5) Schedules of Allowances will be issued each time an allowance is granted, revised, or terminated. The schedules also must be issued at the beginning of each fiscal year (1 July) with complete information as to the allowances payable to the employees of each Mission; however, where no change has occurred, it will not be necessary to submit supporting evidence and information otherwise required by this Instruction.

(6) As of 1 January and 1 July of each year and at such other times as may be deemed necessary by the Chief of Mission, he should review his employees' estimated annual expenditure for quarters. The estimated amount should be compared with information as to expenditures made and anticipated to determine the need for requiring the employee to submit a revised Application for Allowances, thereby applying for a revised quarters or quarters portion of a special post allowance grant.

c. Post Differentials and Cost of Living Allowances.

(1) Foreign and territorial post differentials and territorial cost of living allowances will be paid employees in accordance with regulations issued by the Department of State and the Civil Service Commission.

(2) Such differentials and allowances will be granted, where applicable, by the Chief, Personnel Division, and be included on the employees' Personnel Actions.

-4-

RESTRICTED

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(3) To be eligible for foreign and territorial post differentials an employee must be a citizen or national of the United States.

3. Special Authorities

Incident to assignment of employees to permanent duty stations outside the continental United States, its Territories and possessions, the following expenses, in addition to those normally payable, may be allowed:

a. Travel and transportation expenses incident to return of an employee and his immediate family when ordered to the United States for home leave. The employee must have been a resident of the United States or its Territories and possessions at time of employment by the Government. Orders for home leave will be issued upon completion by the employee of two years continuous Government service abroad or as soon as possible thereafter, provided that he has accrued to his credit at the time of such order annual leave sufficient to carry him in a pay status while in the United States for at least a 30 day period. In the event the full two years service has not been spent with the Agency, the employee will be required to sign an agreement to complete two years of service with the Agency unless separated for reasons beyond his control. While on home leave, the employee shall not be available for work or duties except in the Agency or for training or reorientation for work; and the time of such work or duty shall not be counted as leave. Leave of absence granted for home leave shall be exclusive of the time actually and necessarily occupied in going to or from residence in the United States or its Territories and possessions and such time as may be necessarily occupied in awaiting transportation.

b. Travel and transportation expenses, including transportation of household goods and personal effects, of an employee and his immediate family to his successive posts of duty, and on the termination of his services, to his residence at time of appointment or to a point not more distant, or upon retirement to the place where he will reside.

c. Cost of storing the household goods and personal effects of an employee who is absent under orders from his usual post of duty, or who is assigned to a post to which, because of emergency conditions, he is not permitted to take his household and personal effects. When it is determined, because of emergency conditions, that household goods and personal effects may not be shipped, the facts must be brought to the immediate attention of the Fiscal Division. Household goods and personal effects stored may not exceed the authorized weight allowance.

d. Cost of storing the household goods and personal effects of an employee on first arrival at a post for a period not in excess of three months after such first arrival or until the establishment of residence quarters, whichever shall be shorter.

e. Travel and transportation expenses, including transportation of household goods and personal effects, of an employee and his immediate family from a post at which, because of the prevalence of disturbed conditions, there is imminent danger to life and property; and the return of

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RESTRICTED

such persons, goods and effects to such post upon the cessation of such conditions; or to such other post as may in the meantime have become the post to which the employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

f. Expense in transporting a privately-owned automobile for or on behalf of an employee in a case where it is determined that water, rail, or air transportation of the automobile is necessary or expedient for any part of or all the distance between points of origin and destination. Determination that an employee's privately-owned automobile is to be shipped at Government expense must be indicated in the request for travel. The employee will be required to sign an agreement precluding the sale of the automobile unless subsequently authorized by the Assistant Director or Staff Chief concerned.

g. Travel expense of a full-time employee, by whatever means deemed appropriate, where illness or injury (not the result of vicious habits, intemperance or misconduct) incurred while on assignment abroad, necessitates hospitalization in a locality where there does not exist a suitable hospital or clinic. Expenses will be allowed to and from the nearest suitable hospital or clinic. If the employee is too ill to travel unattended, travel expense of an attendant may also be paid. Except in extreme emergency, approval for travel under this section must be secured in advance from the Executive. A complete report must be furnished in all cases.

h. Cost of preparing and transporting the remains of an employee or a member of his family, who may die while in a travel status or abroad, to his home or official station, or to such other place determined by the Chief, Personnel Division, to be the appropriate place of interment, provided that in no case shall the expense allowed be greater than the amount payable had the destination been the home or official station.

i. Travel and transportation expenses, including transportation of household goods and personal effects, of new appointees and their immediate families from places of actual residence in foreign countries at time of appointment to places of employment and return to their actual residences at time of appointment or a point not more distant. Such appointees must agree in writing to remain with the United States Government for a period of not less than two years from the time of appointment. Violation of such agreement for personal convenience of an employee or because of separation for misconduct may bar return payments and, in the event of such violation within 12 months, if determined by the Chief, Personnel Division, to be in the best interests of the United States, any money expended on account of such travel and transportation shall be considered as a debt due by the individual concerned to the United States.

j. Travel and transportation expenses of dependents and household goods and personal effects (within established weight limitations) acquired subsequent to issuance of change in station or home leave orders, when properly authorized in an amendment to the original order, and travel or transportation commences within one year of the date the employee arrives at his post of duty. Personal effects include privately-owned vehicle.

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4. Local Personnel

Personnel hired locally by Chiefs of Missions normally will receive travel expense, allowances and other benefits as dictated by local custom, and, whenever possible, practices followed by other governmental activities. Employment documents or contracts for services must set forth the details of the arrangement in each case.

5. Except as specifically approved otherwise by the Director, the additional benefits provided by this Instruction shall not apply to individuals in those cases where the travel or transportation commenced prior to the date of this Instruction.

6. The Executive is authorized to take appropriate action on requests for exceptions to the provisions of this Instruction.

STATINTL


R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

Attachment

DISTRIBUTION: A.

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STATINTL

ATTACHMENT TO ADMINISTRATIVE INSTRUCTION [] DATED
6 JANUARY 1950.

STATINTL

1. Administrative Instruction [], dated 6 January 1950, will apply to travel, allowances and related expenses paid from confidential funds except as otherwise specifically provided in Confidential Funds Regulations.

STATINTL

2. For the above purposes those portions of [] which refer to officials of the Administrative Staff by their titles apply to like officials in the Special Support Staff.

STATINTL

[]
R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

DISTRIBUTION: A.

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NOTE: This Attachment will not be used with copies of Administrative Instruction [] distributed outside the Washington Office.

-1-

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

rescinded
by AI
1/6/50

STATINTL

ADMINISTRATIVE INSTRUCTION
NUMBER

26 December 1948

SUBJECT: Overseas Allowances

STATINTL

Recision: Administrative Instruction
dated 25 October 1947

STATINTL

1. Effective at the close of business 25 December 1948, Administrative Instruction dated 25 October 1947 is rescinded.

2. Effective 26 December 1948, overseas allowances will be paid CIA employees in accordance with the provisions of applicable regulations issued by the Department of State, Bureau of the Budget, and Civil Service Commission.

3. Allowances granted will be subject to pertinent agency administrative controls and instructions.

STATINTL

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

DISTRIBUTION: A

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.*Rescinded by*
AI
1/6/50

STATINTL

ADMINISTRATIVE INSTRUCTION
NO.

7 June 1949

STATINTL

SUBJECT: Travel.

(This rescinds Administrative Instruction , dated 31 January 1949.)1. General

a. Travel orders will be issued by the Budget Office except as otherwise stated.

b. Chiefs of missions outside the continental United States may authorize and approve temporary duty travel within their theater for employees under their jurisdiction.

c. Requests for travel or amendments to travel orders (Form No. 34-5) other than specified in "b" above, shall be prepared in triplicate. One copy will be routed directly to the Transportation Division, Services Office, and the original and one copy routed to the Budget Office, through:

(1) Staff Chiefs or Assistant Directors or their Deputies in the cases of individuals under their jurisdiction.

(2) Executive, in addition to the above, in cases involving travel to be performed on confidential funds, except as otherwise specifically provided in Confidential Funds Regulations.

(3) Personnel Officer, in addition to the above, in all cases involving permanent change of station, and travel to first post of duty abroad and return from post of duty abroad.

(4) Executive or Deputy Director in the case of Staff Chiefs and Assistant Directors.

d. Personal action of each forwarding official must be indicated on the request. Staff Chiefs and Assistant Directors may delegate approving authority to their deputies if desired.

e. (1) Requests for domestic travel will be submitted in duplicate in sufficient time to be processed and reach the Budget Office at least 48 hours prior to the actual departure time, for determination as to adequacy of justification and availability of funds.

-1-

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(2) Requests for foreign travel must be submitted sufficiently in advance to permit required travel and medical arrangements prior to planned date of departure. Travelers will personally contact the Transportation Officer, Services Office, at least six weeks before planned date of departure in order to facilitate travel arrangements.

(3) The necessity for travel must be adequately substantiated on the request. General statements such as "official business," "confidential purposes," etc., should not be used.

f. The Transportation Division, Services Office, will:

(1) Provide travel arrangement service.

(2) Verify that properly authenticated official orders have been issued, and that security clearance, physical examination and immunization have been obtained, before releasing the tickets or transportation requests to the traveler.

(3) Arrange for the issuance of passports and visas.

g. Each person performing official travel shall familiarize himself with the provisions of the Standardized Government Travel Regulations as amended. Copies of the Regulations may be obtained from the Fiscal Branch, Budget Office.

2. Physical Examinations for Vouchered Foreign Travel

a. A complete physical examination and required immunization is necessary within 70 days prior to departure to overseas.

b. An additional physical examination to insure freedom from communicable diseases is required 48 hours before departure from Washington.

c. A returnee physical examination is required within 5 days after returning to Washington from overseas assignment.

d. Requests for physical examinations will be forwarded to the Physical Requirements Officer, Medical Services Division, including the following information, not less than fifty (50) days prior to estimated date of departure:

(1) Name of Branch.

(2) Name of Traveler.

(3) Destination.

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CENTRAL INTELLIGENCE AGENCY

Washington, D.C.

ADMINISTRATIVE INSTRUCTION

7 June 1949

NO. [REDACTED]

STATINTL

SUBJECT: Travel.

STATINTL

(This rescinds Administrative Instruction [REDACTED] dated 31 January 1949.)

1. General

a. Travel orders will be issued by the Budget Office except as otherwise stated.

b. Chiefs of missions outside the continental United States may authorize and approve temporary duty travel within their theater for employees under their jurisdiction.

c. Requests for travel or amendments to travel orders (Form No. 34-5) other than specified in "b" above, shall be prepared in triplicate. One copy will be routed directly to the Transportation Division, Services Office, and the original and one copy routed to the Budget Office, through:

(1) Staff Chiefs or Assistant Directors or their Deputies in the cases of individuals under their jurisdiction.

(2) Executive, in addition to the above, in cases involving travel to be performed on confidential funds, except as otherwise specifically provided in Confidential Funds Regulations.

(3) Personnel Officer, in addition to the above, in all cases involving permanent change of station, and travel to first post of duty abroad and return from post of duty abroad.

(4) Executive or Deputy Director in the case of Staff Chiefs and Assistant Directors.

d. Personal action of each forwarding official must be indicated on the request. Staff Chiefs and Assistant Directors may delegate approving authority to their deputies if desired.

e. (1) Requests for domestic travel will be submitted in duplicate in sufficient time to be processed and reach the Budget Office at least 48 hours prior to the actual departure time, for determination as to adequacy of justification and availability of funds.

-1-

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(2) Requests for foreign travel must be submitted sufficiently in advance to permit required travel and medical arrangements prior to planned date of departure. Travelers will personally contact the Transportation Officer, Services Office, at least six weeks before planned date of departure in order to facilitate travel arrangements.

(3) The necessity for travel must be adequately substantiated on the request. General statements such as "official business," "confidential purposes," etc., should not be used.

f. The Transportation Division, Services Office, will:

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(3) Arrange for the issuance of passports and visas.

g. Each person performing official travel shall familiarize himself with the provisions of the Standardized Government Travel Regulations as amended. Copies of the Regulations may be obtained from the Fiscal Branch, Budget Office.

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b. An additional physical examination to insure freedom from communicable diseases is required 48 hours before departure from Washington.

c. A returnee physical examination is required within 5 days after returning to Washington from overseas assignment.

d. Requests for physical examinations will be forwarded to the Physical Requirements Officer, Medical Services Division, including the following information, not less than fifty (50) days prior to estimated date of departure:

(1) Name of Branch.

(2) Name of Traveler.

(3) Destination.

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- (4) Type of Examination Required (Overseas or Returnee).
- (5) Date of Departure.
- (6) Type of Duty (Temporary or Permanent).
- (7) Route of Travel.
- (8) Mode of Travel.

3. Travel by Members of the Armed Services Assigned to CIA

a. Armed Services personnel performing temporary duty travel as necessary for CIA will be reimbursed for per diem and travel costs in accordance with the travel regulations of the various Armed Services.

b. Upon receipt of travel requests approved by the Budget Office, the Naval Administrative Command or Headquarters Detachment will issue appropriate travel orders. Two copies of the orders will be forwarded to the Fiscal Branch, Budget Office.

4. Preparation and Submission of Vouchers

a. Travel vouchers must be submitted to the Fiscal Branch, Budget Office, upon completion of each trip, or at the end of each calendar month in cases of extended travel. Vouchers for travel authorized by a chief of an overseas post shall be submitted to the appropriate post official for processing. Armed Services personnel shall give the necessary data to the Headquarters Detachment or Naval Administrative Command for the preparation of vouchers and submission to the Fiscal Branch.

b. The Fiscal Branch will provide advice and assistance to traveling personnel for the preparation and submission of vouchers. The traveler should maintain accurate records of time of departure and arrival at all points, a record of official expenditures, copies of official telegrams and receipts for official expenses when necessary. It is essential that the traveler have this information to enable reimbursement for official expenses paid by him.

5. Repeated Motor Truck Travel

The Budget Office may, upon the recommendation of the Services Officer, issue monthly blanket travel orders for truck drivers engaged in repeated official trips with CIA cargoes, and arrange for periodic submission of travel vouchers covering such repeated travel.

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R-E-S-T-R-I-C-T-E-D

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.*reconciled by*
AI
1/6/50ADMINISTRATIVE INSTRUCTION
NO.

1 July 1949

SUBJECT: Travel Allowances (interim instructions).

STATINTL

1. Pursuant to the provisions of Public Law 92 (81st Congress) approved 9 June 1949 and in accordance with Bureau of the Budget Circular A-7 (revised effective 1 July 1949) this Agency shall authorize and pay allowances for civilian officers and employees in a travel status not to exceed the following:

a. A per diem rate of eight dollars in the continental United States and rates prescribed by the Bureau of the Budget Circular A-7 for travel outside the United States (see attachment).

b. A mileage rate of 7¢ per mile for use of privately owned car when such mode of transportation is authorized or approved as being more advantageous to the Government.

STATINTL

2. For extended periods of temporary duty in the United States, the following schedule of rates shall apply:

First 60 days - \$8.00

Second 60 days - 6.00

Third 60 days - 3.00

STATINTL

Absence of 10 days or less shall not be considered as interrupting the continuity of temporary duty

3. The per diem and mileage rates set forth herein are the maximum allowable and officials authorized to issue travel orders will reduce the stipulated rate whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses. The requesting and approving officials of each organizational unit concerned should be in a position to justify the rate(s) requested. Pending the completion of a study now in progress and the assemblage of experience data, the approval of the request by the initiating office shall be deemed a certificate that the rate(s) stipulated in the request are not in excess of the amount(s) normally required to meet the necessary official travel expenses at the location(s) listed and under the circumstances.

-1-

R-E-S-T-R-I-C-T-E-D

R-E-S-T-R-I-C-T-E-D

LOCALITY	MAXIMUM PER DIEM RATES	LOCALITY	MAXIMUM PER DIEM RATES
Afghanistan	\$ 6.00	Netherlands	\$ 10.00
Andorra	10.00	Netherlands East Indies	12.00
Australia	6.00	Netherlands West Indies	10.00
Austria	6.00	New Caledonia	6.00
Bahamas	12.00	New Zealand	6.00
Belgium	12.00	Norway	10.00
Belgian Congo	10.00	Panama	10.00
Bermuda	12.00	Paraguay	6.00
Brazil	10.00	Paris, France	10.00
British Honduras	6.00	Peru	6.00
British Malaysia	10.00	Philippines, Republic	
Bulgaria	10.00	except Manila	14.00
Burma	10.00	Poland	12.00
Ceylon	10.00	Portugal, except	
Cyprus	10.00	Azores and Madeira Islands	10.00
Czechoslovakia	10.00	Azores and Madeira Islands	6.00
Denmark	10.00	Rome, Italy	10.00
Dominican Republic	10.00	Rumania	12.00
Egypt	10.00	Santos, Brazil	10.00
Estonia	18.00	Sao Paulo, Brazil	10.00
Fiji Islands	6.00	Shanghai, China	10.00
French Indo China	10.00	Society Islands	6.00
French West Indies	6.00	Spain, except Canary Islands	10.00
Germany	6.00	Canary Islands	6.00
Gibraltar	6.00	Surinam	6.00
Greece	10.00	Sweden	10.00
Greenland	6.00	Switzerland	10.00
Havana, Cuba	12.00	Turkey	10.00
Haiti	10.00	Union of Soviet Socialist	
Hong Kong	10.00	Republics	18.00
Hungary	14.00	Uruguay	10.00
Iceland	10.00	Vatican City	10.00
India	10.00	Venezuela	18.00
Iraq	10.00	Yugoslavia	14.00
Israel	15.00	Other Localities	8.00
Japan	6.00		
Korea	6.00		
Latvia	18.00		
Liberia	10.00		
Liechtenstein	10.00		
Lithuania	18.00		
London, England	10.00		
Luxembourg	10.00		
Madagascar	6.00		
Manila, Republic			
Philippines	16.00		
Mexico, except Mexico			
D. F.	6.00		

R-E-S-T-R-I-C-T-E-D

R-E-S-T-R-I-C-T-E-D

4. The provisions of this Instruction are effective 1 July 1949 and shall remain in effect until revised regulations can be promulgated on the basis of further study and experience.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTEL



Captain, USN
Executive

Attachment:

Extract from Bureau of the Budget Circular A-7.

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-2-

R-E-S-T-R-I-C-T-E-D

CENTRAL INTELLIGENCE AGENCY
Washington, D.C.

rescinded
hif
AI
11/6/50

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STATINTL

ADMINISTRATIVE INSTRUCTION
NO.

26 October 1949

STATINTL

SUBJECT: Travel Allowances.

So much of Administrative Instruction dated 1
July 1949, pertaining to per diem allowance as reads "\$8.00" is
hereby amended to read "\$9.00".

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL



Captain, USN
Executive

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

rescinded
by AI
25 October 1947 *12/26/48*

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ADMINISTRATIVE INSTRUCTION
NUMBER

STATINTL

SUBJECT: Quarters, Cost of Living and Special Foreign Allowances
CIA Administrative Instruction dated
31 October 1946 is rescinded.

1. Allowances and Authority

Allowance for quarters, cost of living, or special foreign living allowances will be paid employees having permanent station in a foreign country in accordance with provisions of Bureau of Budget Circular A-8, Parts A and B.

2. Classification. Civilian employees will be classified as follows:

a. Group 2

- (1) Chiefs of Missions and other principal officers directly subordinate to Washington, D. C. in grades CAF-13 or P-6 or above.
- (2) Chiefs of Missions and other principal officers directly subordinate to Washington, D. C., in grades below CAF-13 or P-6 may receive the allowance applicable to this Group if specifically authorized by the Director.

b. Group 3

- (1) Employees in grades CAF-13 or P-6 or above who are not directly subordinate to Washington, D.C.
- (2) Employees in grades CAF-9 or P-3 and above who are not covered by Group 2.

c. Group 4

All other employees in grades under CAF-9 or P-3.

3. Exceptions to Regular and Special Allowances During Absence from Official Station

- a. Quarters Allowance. Quarters allowance to personnel absent from official station will be authorized as follows upon submission of a statement approved by the Chief of the Mission that employee has maintained, paid for, and not sublet quarters at his regular post during the period of absence:

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- 2 -


a. Quarters Allowance (continued)

- (1) Not to exceed 90 days during temporary absence under orders inclusive of any approved annual leave. If it is anticipated that temporary duty will extend beyond 90 days, a transfer of official station should be effected.
- (2) Not to exceed 90 days during authorized leave of absence with pay plus transit time when leave is taken in the United States.
- (3) During absence from post of assignment without pay on account of illness or beyond the period of leave with pay specified above, when the Director determines that such continuance would be in the public interest.

b. Living and Special Foreign Living Allowance. The living allowance provided by Bureau of the Budget Circular A-8 for personnel permanently assigned to foreign stations will be authorized while in travel status, to:

- (1) Personnel with family provided family does not accompany employee.
- (2) Personnel without family during any trip of less than 24 hours duration.

STATINTL


R. H. HELLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

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COPY NO. —85

31 October 1946

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CENTRAL INTELLIGENCE GROUP

25X1

C.I.G. ADMINISTRATIVE ORDER AI

10/25/47

QUARTERS, COST OF LIVING, SPECIAL FOREIGN LIVING ALLOWANCES

1. Where specifically authorized or approved, quarters allowances, cost of living allowances, or special foreign living allowances shall be paid to those employees having permanent station in a foreign country. Such allowances shall be paid in accordance with the provisions of Bureau of the Budget Circular A-8, Parts A and B.

2. For the purposes of paragraph 6 of Part A, civilian employees will be classified as follows:

Group 2. Chief of Missions and other principal officers directly subordinate to Washington, D. C. (Unless otherwise approved by the Director, these officials will fall in grades CAF-13 or P-6 or above. Employees in those grades who are not directly subordinate to Washington are listed in Group 3).

Group 3. Technical and professional employees with grades of CAF-9 or P-3 or above and not covered by Group 2.

Group 4. All other employees with grades under CAF-9 or P-3.

25X1

ROBT S. VANDENBERG
Lieutenant General, USA
Director, CIG

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. []

9 February 1950

SUBJECT: Travel, Allowances, and Related Expenses

RESCISSION: Paragraph 2

STATINTL

Paragraph 2, Administrative Instruction [] dated 6 January 1950,
is amended to read as follows:

"a. Overseas and territorial allowances will be paid employees in accordance with the provisions of applicable regulations issued by the Department of State and the Civil Service Commission, except as otherwise specified under the provisions of Executive Order No. 10100."

"b. * * * *

"c. (1) (2) (3) * * * *

"(4) (a) In each case where an employee stationed at a foreign post where a post differential payment is authorized is absent on a temporary duty or leave status, and intent at time of departure, as indicated by official orders, is that the employee shall return to such post immediately upon the expiration of temporary duty and/or leave period, payment of the post differential shall be continued during the period of temporary absence.

"(b) Such payments will terminate immediately upon determination at any time during the period of temporary absence that the employee will not return to his former post.

"(c) Foreign post differential payments will be terminated at time of departure from such posts in all cases where the intent is that the employee will not return thereto immediately upon completion of a temporary duty and/or leave period.

"(d) The effective date of this authorization is retroactive to 1 January 1949."

R. H. HILLENKOTTER
Rear Admiral, USN
Director of Central Intelligence

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FEB 13 1950

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

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STATINTL

TO		INITIALS	DATE
1	Director	<i>Rmt</i>	<i>2/13/50</i>
2	Exec Registry		
3			
4			
5			
FROM		INITIALS	DATE
1	Executive <i>W</i>	<i>W</i>	<i>8 Feb</i>
2			
3			

☐ APPROVAL ☐ INFORMATION ☐ SIGNATURE
☐ ACTION ☐ DIRECT REPLY ☐ RETURN
☐ COMMENT ☐ PREPARATION OF REPLY ☐ DISPATCH
☐ CONCURRENCE ☐ RECOMMENDATION ☐ FILE

REMARKS:

General Counsel has concurred.

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

FORM NO. 30-4
SEP 1947

[Redacted] wants your approval before he sends it on to [Redacted]

STATINTL

STATINTL

Chuck, looks okay. Any comment? OK. WTH 10 Feb 50

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. []

9 February 1950

SUBJECT: Travel, Allowances, and Related Expenses

RESCISSION: Paragraph 2

STATINTL

Paragraph 2, Administrative Instruction [] dated 6 January 1950,
is amended to read as follows:

"a. Overseas and territorial allowances will be paid employees in accordance with the provisions of applicable regulations issued by the Department of State and the Civil Service Commission, except as otherwise specified under the provisions of Executive Order No. 10100."

"b. * * * *

"c. (1) (2) (3) * * * *

"(4) (a) In each case where an employee stationed at a foreign post where a post differential payment is authorized is absent on a temporary duty or leave status, and intent at time of departure, as indicated by official orders, is that the employee shall return to such post immediately upon the expiration of temporary duty and/or leave period, payment of the post differential shall be continued during the period of temporary absence.

"(b) Such payments will terminate immediately upon determination at any time during the period of temporary absence that the employee will not return to his former post.

"(c) Foreign post differential payments will be terminated at time of departure from such posts in all cases where the intent is that the employee will not return thereto immediately upon completion of a temporary duty and/or leave period.

"(d) The effective date of this authorization is retro-active to 1 January 1949."

STATINTL

[]
R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

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C.I.G. Administrative Instructions^{25X}

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. []

9 February 1950

SUBJECT: Travel, Allowances, and Related Expenses

RESCISSION: Paragraph 2

STATINTL

Paragraph 2, Administrative Instruction [] dated 6 January 1950,
is amended to read as follows:

"a. Overseas and territorial allowances will be paid employees in accordance with the provisions of applicable regulations issued by the Department of State and the Civil Service Commission, except as otherwise specified under the provisions of Executive Order No. 10100."

"b. * * * *

"c. (1) (2) (3) * * * *

"(4) (a) In each case where an employee stationed at a foreign post where a post differential payment is authorized is absent on a temporary duty or leave status, and intent at time of departure, as indicated by official orders, is that the employee shall return to such post immediately upon the expiration of temporary duty and/or leave period, payment of the post differential shall be continued during the period of temporary absence.

"(b) Such payments will terminate immediately upon determination at any time during the period of temporary absence that the employee will not return to his former post.

"(c) Foreign post differential payments will be terminated at time of departure from such posts in all cases where the intent is that the employee will not return thereto immediately upon completion of a temporary duty and/or leave period.

"(d) The effective date of this authorization is retroactive to 1 January 1949."

STATINTL

[]
R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

DISTRIBUTION: A

RESTRICTED

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : *OCT*
FROM : *Eac*
SUBJECT:

DATE:

Believe this will meet your idea in this. We will go further by verbal instructions to certifying officers as to being very rigid in supporting local cash fares. Occasionally however, it may well be actually proposed even here.
Clad

UNCLASSIFIED		RESTRICTED		CONFIDENTIAL		SECRET	
(SENDER WILL CIRCLE ONE)		CONFIDENTIAL		CONFIDENTIAL		CONFIDENTIAL	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP							
TO		INITIALS		DATE			
1	<i>Director</i>	<i>EWK</i>	<i>24 Feb 50</i>				
2	<i>Chief Services Div.</i>	<i>WPM</i>	<i>27 Mar 50</i>				
3	<i>Management Off.</i>						
4							
5							
FROM		INITIALS		DATE			
1	<i>Executive</i>	<i>Clad</i>	<i>20 Feb 50</i>				
2							
3							
<div> <input type="checkbox"/> APPROVAL <input type="checkbox"/> ACTION <input type="checkbox"/> COMMENT <input type="checkbox"/> CONCURRENCE </div> <div> <input type="checkbox"/> INFORMATION <input type="checkbox"/> DIRECT REPLY <input type="checkbox"/> PREPARATION OF REPLY <input type="checkbox"/> RECOMMENDATION </div> <div> <input type="checkbox"/> SIGNATURE <input type="checkbox"/> RETURN <input type="checkbox"/> DISPATCH <input type="checkbox"/> FILE </div>							
REMARKS: <i>This is necessary because of some current confusion in connection with processing vouchers for taxi-fare.</i> <i>(1) Please note added sub-par c.</i>							

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

FORM NO. 30-4
SEP 1947

R E S T R I C T E D

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO.

21 February 1950

SUBJECT: Travel, Allowances, and Related Expenses

Administrative Instruction dated 6 January 1950, is amended by adding paragraph 6 thereto as indicated below, and renumbering the current paragraph 6 as paragraph 7:

"6. Use of Taxicabs. a. When it has been definitely determined that government transportation will not be available within a reasonable time, reimbursement for the use of taxicabs for official business by Agency employees may be authorized by Assistant Directors and Staff Chiefs or their deputies under the following circumstances:

"(1) To meet urgent fixed appointments.

"(2) To transport unusually bulky documents or delicate or cumbersome equipment, provided there is an urgent immediate need.

"b. Reimbursement vouchers will include adequate statements of justification in each case.

"c. The use of taxicabs for official business in the Washington area is considered generally unnecessary in view of the availability of public and official means of transportation. Certifying officers will review reimbursement vouchers for taxicab fares with great care to insure that justifications given completely support the fact that no other means of transportation was reasonably available.

"d. The use of taxicabs while in a travel status will be governed by the provisions of Standardized Government Travel Regulations."

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

MAR 2 1950

DRAFT

ADMINISTRATIVE INSTRUCTION
NO.

STATINTL

SUBJECT: Travel, Allowances, and Related Expenses.

STATINTL

Administrative Instruction dated 6 January 1950 is amended by adding paragraph 6 thereto as indicated below, and renumbering the current paragraph 6 as paragraph 7:

"6. Use of Taxicabs. a. When it has been definitely determined that government transportation will not be available within a reasonable time, reimbursement for the use of taxicabs for official business by Agency employees may be authorized by Assistant Directors and Staff Chiefs or their deputies under the following circumstances:

- " (1) To meet urgent fixed appointments
- " (2) To transport unusually bulky documents or delicate or cumbersome equipment, provided there is an urgent immediate need.

" b. Reimbursement vouchers will include adequate statements of justification in each case.

" c. The use of taxicabs while in a travel status will be governed by the provisions of Standardized Government Travel Regulations."

STATINTL

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STATINTL

2-10-50

Concur

Concur

2/17/50

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

January 1950

RESTRICTED Concur

Act. Ch. Fin. Dir.

Budget Officer

FEB 17 1950

The use of taxicabs for official business in the Washington area is considered generally unnecessary in view of the availability of public and official transportation. Members of this Agency certifying officers will review reimbursement vouchers for taxicab fares with great care to insure that justifications given completely support the fact that no other means of transportation was reasonably available.

FEB 22 1950

STATINTL

R E S T R I C T E DCENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. []

21 February 1950

SUBJECT: Travel, Allowances, and Related Expenses

STATINTL

Administrative Instruction [] dated 6 January 1950, is amended by adding paragraph 6 thereto as indicated below, and renumbering the current paragraph 6 as paragraph 7:

"6. Use of Taxicabs. a. When it has been definitely determined that government transportation will not be available within a reasonable time, reimbursement for the use of taxicabs for official business by Agency employees may be authorized by Assistant Directors and Staff Chiefs or their deputies under the following circumstances:

"(1) To meet urgent fixed appointments.

"(2) To transport unusually bulky documents or delicate or cumbersome equipment, provided there is an urgent immediate need.

"b. Reimbursement vouchers will include adequate statements of justification in each case.

"c. The use of taxicabs for official business in the Washington area is considered generally unnecessary in view of the availability of public and official means of transportation. Certifying officers will review reimbursement vouchers for taxicab fares with great care to insure that justifications given completely support the fact that no other means of transportation was reasonably available.

"d. The use of taxicabs while in a travel status will be governed by the provisions of Standardized Government Travel Regulations."

STATINTL

[]
R. H. HILLENKOTTER

Rear Admiral, USN

Director of Central Intelligence

DISTRIBUTION: A.

R E S T R I C T E D

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NC. []

21 February 1950

STATINTL

SUBJECT: Travel, Allowances, and Related Expenses

STATINTL

Administrative Instruction [] dated 6 January 1950, is amended by adding paragraph 6 thereto as indicated below, and renumbering the current paragraph 6 as paragraph 7:

"6. Use of Taxicabs. a. When it has been definitely determined that government transportation will not be available within a reasonable time, reimbursement for the use of taxicabs for official business by Agency employees may be authorized by Assistant Directors and Staff Chiefs or their deputies under the following circumstances:

"(1) To meet urgent fixed appointments.

"(2) To transport unusually bulky documents or delicate or cumbersome equipment, provided there is an urgent immediate need.

"b. Reimbursement vouchers will include adequate statements of justification in each case.

"c. The use of taxicabs for official business in the Washington area is considered generally unnecessary in view of the availability of public and official means of transportation. Certifying officers will review reimbursement vouchers for taxicab fares with great care to insure that justifications given completely support the fact that no other means of transportation was reasonably available.

"d. The use of taxicabs while in a travel status will be governed by the provisions of Standardized Government Travel Regulations."

STATINTL

[]
R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

DISTRIBUTION: A.

STATINTL

Administrative Instruction

No.

Draft 26 July 1950

27 July 1950

Subject: TRAVEL, Allowances, And Related Expenses

Rescissions: PARAGRAPH I C (1) ~~Sections~~ (c) and (d) of Administrative Instruction dated 6 JANUARY 1950 ARE rescinded And the following sections ARE to be inserted:

Travel Abroad
~~Travel Abroad~~

(c) Chief, Administrative Staff when Request includes overseas transportation of automobile.

(d) Personnel Director for travel abroad on temporary duty ~~of~~ of all personnel except Assistant Directors or Staff Chiefs.

(e) Executive in cases of Assistant Directors or Staff Chiefs.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Distribution: A

b7S

STATINTL

DRA - ☐ - 7/25/50ADMINISTRATIVE INSTRUCTION
NO. ☐

STATINTL

SUBJECT: Travel

Paragraphs (c) and (d) of Paragraph 1 c (1) are amended to
read as follows:

"(c) Executive in cases of Staff Chiefs or Assistant Directors.

"(d) Chief, Administrative Staff ~~when travel abroad is involved~~

~~and when request includes overseas transportation of automobile."~~

*(1) Personnel Director for ~~temp~~ travel abroad on
temporary duty.*

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE;

STATINTL

Adm Instr ☐

LTS

Dated 6 JAN 1950

PARAGRAPH I c (1) (c) and (d) ARE ~~amended~~ *reinserted*
And the following sections ARE to be inserted:

(c) Chief, Adm Staff when Request *inc* /

(d) Per Dir for travel abroad on TD.

(e) Exec

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. []

27 July 1950

STATINTL

SUBJECT: Travel, Allowances, and Related Expenses.

STATINTL

RESCISSIONS: Paragraph 1c(1), sections (c) and (d) of Administrative Instruction [] dated 6 January 1950, are rescinded and the following sections are to be inserted:

- (c) Chief, Administrative Staff, when a request includes overseas transportation of automobile.
- (d) Personnel Director for travel abroad on temporary duty ~~of all personnel except Assistant Directors or Staff Chiefs~~
- (e) Executive in cases of Assistant Directors or Staff Chiefs.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[]
Acting Executive

DISTRIBUTION: A.

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JUL 28 1950

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

27 July 1950

SUBJECT: Travel, Allowances, and Related Expenses.

STATINTL

RESCISSIONS: Paragraph 1c(1), sections (c) and (d) of Administrative Instruction [REDACTED] dated 6 January 1950, are rescinded and the following sections are to be inserted:

- (c) Chief, Administrative Staff, when a request includes overseas transportation of automobile.
- (d) Personnel Director for travel abroad on temporary duty.
- (e) Executive in cases of Assistant Directors or Staff Chiefs.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Acting Executive

DISTRIBUTION: A.

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RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO.

27 July 1950

STATINTL

SUBJECT: Travel, Allowances, and Related Expenses.

STATINTL

RESCISSIONS: Paragraph 1c(1), sections (c) and (d) of Administrative Instruction dated 6 January 1950, are rescinded and the following sections are to be inserted:

- (c) Chief, Administrative Staff, when a request includes overseas transportation of automobile.
- (d) Personnel Director for travel abroad on temporary duty.
- (e) Executive in cases of Assistant Directors or Staff Chiefs.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Acting Executive

DISTRIBUTION: A.

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STATINTL

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. []

12 January 1951

STATINTL

SUBJECT: Travel, Allowances, and Related Expenses.

Pending revision of Administrative Instruction [] dated
6 January 1950, paragraph 3.e. thereof is changed as follows:

"3. e. Travel expenses and transportation costs incident to the removal of the members of the immediate family of an officer or employee of the Agency and his furniture and household and personal effects, including automobiles, from a post at which, because of the prevalence of disturbed conditions, it is determined by the Assistant Director concerned that the evacuation of dependents is appropriate; and the return of such persons, furniture, and effects to such post upon the cessation of such conditions, or to such other post as may in the meantime have become the post to which such officer or employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

f. Assistant Directors may delegate to appropriate subordinates the authority to authorize or approve the evacuation of dependents where, because of disturbed conditions, there is imminent danger to life and property."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

MURRAY McCONNEL
Deputy Director
(Administration)

DISTRIBUTION: 3

RESTRICTED

JAN 13 1951
208

3. e. Travel expenses and transportation costs incident to the removal of the members of the immediate family of an officer or employee of the Agency and his furniture and household and personal effects, including automobiles, from a post at which, because of the prevalence of disturbed conditions, it is determined by the Assistant Director concerned that the evacuation of dependents is appropriate; and the return of such persons, furniture, and effects to such post upon the cessation of such conditions, or to such other post as may in the meantime have become the post to which such officer or employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

f. Assistant Directors may delegate to appropriate subordinates the authority to authorize or approve the evacuation of dependents where, because of disturbed conditions, there is imminent danger to life and property.

Approved as to legal sufficiency

LPH.

12 Jan 57

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : L R H

DATE:

FROM : R G H

SUBJECT: A.I. 30-1/4

my suggested draft makes no important
change except to eliminate the employee.
As stated yesterday, his travel can always be
regularized by the issuance of orders.

RSH
✓

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

Registry

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

12 January 1951

STATINTL

SUBJECT: Travel, Allowances, and Related Expenses.

STATINTL

Pending revision of Administrative Instruction [REDACTED] dated
6 January 1950, paragraph 3.e. thereof is changed as follows:

"3. e. Travel expenses and transportation costs incident to the removal of the members of the immediate family of an officer or employee of the Agency and his furniture and household and personal effects, including automobiles, from a post at which, because of the prevalence of disturbed conditions, it is determined by the Assistant Director concerned that the evacuation of dependents is appropriate; and the return of such persons, furniture, and effects to such post upon the cessation of such conditions, or to such other post as may in the meantime have become the post to which such officer or employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

f. Assistant Directors may delegate to appropriate subordinates the authority to authorize or approve the evacuation of dependents where, because of disturbed conditions, there is imminent danger to life and property."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
MURRAY MCCONNELL
Deputy Director
(Administration)

DISTRIBUTION: 3

RESTRICTED

RESTRICTEDCENTRAL INTELLIGENCE AGENCY
Washington, D. C.ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

12 January 1951

STATINTL

SUBJECT: Travel, Allowances, and Related Expenses.

STATINTL

Pending revision of Administrative Instruction [REDACTED] dated
6 January 1950, paragraph 3.e. thereof is changed as follows:

- "3. e. Travel expenses and transportation costs incident to the removal of the members of the immediate family of an officer or employee of the Agency and his furniture and household and personal effects, including automobiles, from a post at which, because of the prevalence of disturbed conditions, it is determined by the Assistant Director concerned that the evacuation of dependents is appropriate; and the return of such persons, furniture, and effects to such post upon the cessation of such conditions, or to such other post as may in the meantime have become the post to which such officer or employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

f. Assistant Directors may delegate to appropriate subordinates the authority to authorize or approve the evacuation of dependents where, because of disturbed conditions, there is imminent danger to life and property."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
MURRAY McCONNEL
Deputy Director
(Administration)

DISTRIBUTION: 3

STATINTL

STATINTL

Rescinded by
A.I. [REDACTED]
*16 Jan '51*RESTRICTED

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

File

STATINTL ADMINISTRATIVE INSTRUCTION
NO.

16 January 1951

SUBJECT: Travel, Allowances, and Related Expenses.

STATINTL RESCISSION: Administrative Instruction dated 12 January 1951.

STATINTL Pending revision of Administrative Instruction dated 6 January 1950, paragraph 3.e. thereof is changed as follows:

"3. e. (1) Travel expenses and transportation costs incident to the removal of the members of the immediate family of an officer or employee of the Agency and his furniture and household and personal effects, including automobiles, from a post at which, because of the prevalence of disturbed conditions, it is determined by the Assistant Director concerned that the evacuation of dependents is appropriate; and the return of such persons, furniture, and effects to such post upon the cessation of such conditions, or to such other post as may in the meantime have become the post to which such officer or employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

(2) Assistant Directors may delegate to appropriate subordinates the authority to authorize or approve the evacuation of dependents where, because of disturbed conditions, there is imminent danger to life and property."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

MURRAY McCONNEL
Deputy Director
(Administration)

DISTRIBUTION: No. 3

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JAN 14 1951

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

16 January 1951

SUBJECT: Travel, Allowances, and Related Expenses.

STATINTL

RESCISSION: Administrative Instruction [REDACTED] dated 12 January 1951.

STATINTL

Pending revision of Administrative Instruction [REDACTED] dated 6 January 1950, paragraph 3.e. thereof is changed as follows:

"3. e. (1) Travel expenses and transportation costs incident to the removal of the members of the immediate family of an officer or employee of the Agency and his furniture and household and personal effects, including automobiles, from a post at which, because of the prevalence of disturbed conditions, it is determined by the Assistant Director concerned that the evacuation of dependents is appropriate; and the return of such persons, furniture, and effects to such post upon the cessation of such conditions, or to such other post as may in the meantime have become the post to which such officer or employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

(2) Assistant Directors may delegate to appropriate subordinates the authority to authorize or approve the evacuation of dependents where, because of disturbed conditions, there is imminent danger to life and property."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]

MURRAY McCONNEL
Deputy Director
(Administration)

DISTRIBUTION: No. 3

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RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. []

16 January 1951

SUBJECT: Travel, Allowances, and Related Expenses.

STATINTL

RESCISSION: Administrative Instruction [] dated 12 January 1951.

STATINTL

Pending revision of Administrative Instruction [] dated 6 January 1950, paragraph 3.c. thereof is changed as follows:

"3. e. (1) Travel expenses and transportation costs incident to the removal of the members of the immediate family of an officer or employee of the Agency and his furniture and household and personal effects, including automobiles, from a post at which, because of the prevalence of disturbed conditions, it is determined by the Assistant Director concerned that the evacuation of dependents is appropriate; and the return of such persons, furniture, and effects to such post upon the cessation of such conditions, or to such other post as may in the meantime have become the post to which such officer or employee has been assigned. Facts concerning the necessity for the move must be clearly set forth in the request for or approval of travel.

(2) Assistant Directors may delegate to appropriate subordinates the authority to authorize or approve the evacuation of dependents where, because of disturbed conditions, there is imminent danger to life and property."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[]
MURRAY MCCONNELL
Deputy Director
(Administration)

DISTRIBUTION: No. 3

RESTRICTED

UNCLASSIFIED	RESTRICTED (SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)	CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	GENERAL COUNSEL	<i>LPH</i>	<i>25 Jan</i>
2	DEPUTY DIRECTOR (ADMINISTRATION)	<i>MGC</i>	<i>25 Jan</i>
3	<i>Advisor for Mgt</i>	<i>25 Jan</i>	
4			
5			
FROM		INITIALS	DATE
1	ADVISOR FOR MANAGEMENT		<i>24 Jan</i>
2			
3			
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input checked="" type="checkbox"/> APPROVAL</div> <div style="width: 50%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 50%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 50%;"><input type="checkbox"/> ACTION</div> <div style="width: 50%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 50%;"><input type="checkbox"/> RETURN</div> <div style="width: 50%;"><input type="checkbox"/> COMMENT</div> <div style="width: 50%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 50%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 50%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 50%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 50%;"><input type="checkbox"/> FILE</div> </div> <p style="margin-top: 10px;">REMARKS: 1 to 2 no legal objection <i>LPH</i></p> <p style="margin-top: 10px;">3. Stencil sent to Reprod. 25 Jan.</p>			
SECRET	CONFIDENTIAL	RESTRICTED	UNCLASSIFIED

FORM NO. 30-4
SEP 1947

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

726
File
OK

23 January 1951

STATINTL

ADMINISTRATIVE INSTRUCTION
NO.

SUBJECT: Travel, Allowances, and Related Expenses

STATINTL

Pending revision of Administrative Instruction dated
6 January 1950, that portion of the Instruction concerning the issuance
of Travel Orders is hereby amended to provide:

a. Transportation Division, Administrative Services Office,
instead of the Fiscal Division, will issue all travel orders and
amendments thereto.

b. Requests for travel orders, or amendments thereto, other
than those issued by Chiefs of Missions, shall be prepared in
duplicate. Both copies will be submitted through proper channels
to the Transportation Division, Administrative Services Office.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

MURRAY McCONNEL
Deputy Director
(Administration)

DISTRIBUTION: No. 3

RESTRICTED

JAN 26 1951

22 January 1951

STATINTL

The undersigned concur in the attached proposed amendment

STATINTL

to Administrative Instruction , dated 6 January 1950.

STATINTL

leg. CHIEF, ADMINISTRATIVE SERVICES

STATINTL

COMPTROLLER

STATINTL

GENERAL COUNSEL

UNCLASSIFIED	RESTRICTED	CONFIDENTIAL	SECRET												
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)															
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP															
TO		INITIALS	DATE												
1	Advisor for Management														
2															
3															
4															
5															
FROM		INITIALS	DATE												
1	Dep. Chief, Admin. Serv. Div.	<i>[Signature]</i>	12-21-50												
2															
3															
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<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE													
REMARKS: For immediate issuance. In view of the several revisions already existing to Admin. Inst. <input type="checkbox"/> it is suggested that the entire Admin. Inst. <input type="checkbox"/> be rewritten incorporating these changes. <div style="text-align: right; margin-top: 10px;"><i>[Signature]</i> MLM</div>															
SECRET	CONFIDENTIAL	RESTRICTED	UNCLASSIFIED												

FORM NO. 30-4
SEP 1947

STATINTEL

RESTRICTEDCENTRAL INTELLIGENCE AGENCY
Washington, D. C.*Cut Stencil*
HSM

STATINTL

DRAFT
21 December 1950ADMINISTRATIVE INSTRUCTION
NO: *20 January 1951*

SUBJECT: Travel, Allowances, and Related Expenses

STATINTL

Administrative Instruction dated 6 January 1950, is amended as follows:

1. Paragraph 1.b.(1) is hereby amended as follows:

(1) Travel orders will be issued by the Transportation Branch, Administrative Services ~~Division~~ *Office*, except as otherwise stated.

2. Paragraph 1.c.(1) is amended as follows:

(1) Requests for travel orders, or amendments thereto, other than those issued by the Chiefs of Missions, shall be prepared in duplicate. Both copies will be routed to the Transportation Branch, Administrative Services ~~Division~~ *Office* through:

3. Paragraph 1.c.(1), sections (b) and (c) are rescinded and the following substituted:

(b) *Personnel Director*
~~Chief, Personnel Branch~~, in cases involving permanent change of station or travel to first post of duty abroad.

(c) Chief, Administrative Services, when a request includes overseas transportation of automobile.

4. Paragraph 1.c.(2) is amended as follows:

(2) Personal action of each forwarding official must be indicated on the request. Requests for domestic travel will be submitted in sufficient time to be processed and reach the Transportation Branch, Administrative Services ~~Division~~ *Office*, at least 48 hours prior to the planned departure time. Requests for foreign travel should be submitted 60 days in advance of planned date of departure.

5. Paragraph 1.c.(3) is amended as follows:

(3) The Transportation Branch, upon recommendation of the Chief, Administrative Services, may issue monthly blanket travel orders for truck drivers engaged in repeated official trips and arrange for periodic submission of travel vouchers covering such repeated travel.

RESTRICTED

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RESTRICTED

6. Paragraph 1.d.(3) is amended as follows:

(3) Issue necessary travel orders and verify that security clearance, physical examination, immunization, passports, visas, and theater clearance have been obtained before releasing the tickets or Transportation Request to the traveler.

7. Paragraph 1.e. is amended as follows:

e. Armed Services Personnel.

Armed Services personnel performing temporary duty travel or travel in connection with a permanent change of station for the benefit of the Agency will be reimbursed for per diem and travel costs in accordance with the travel regulations of the Armed Services. Upon receipt of travel requests approved by the Transportation Branch, Administrative Services Division, the Military Personnel Branch, Personnel Division, will issue appropriate travel orders. Two certified copies of the orders will be forwarded to the Fiscal Branch, Finance Division.

STATINTL

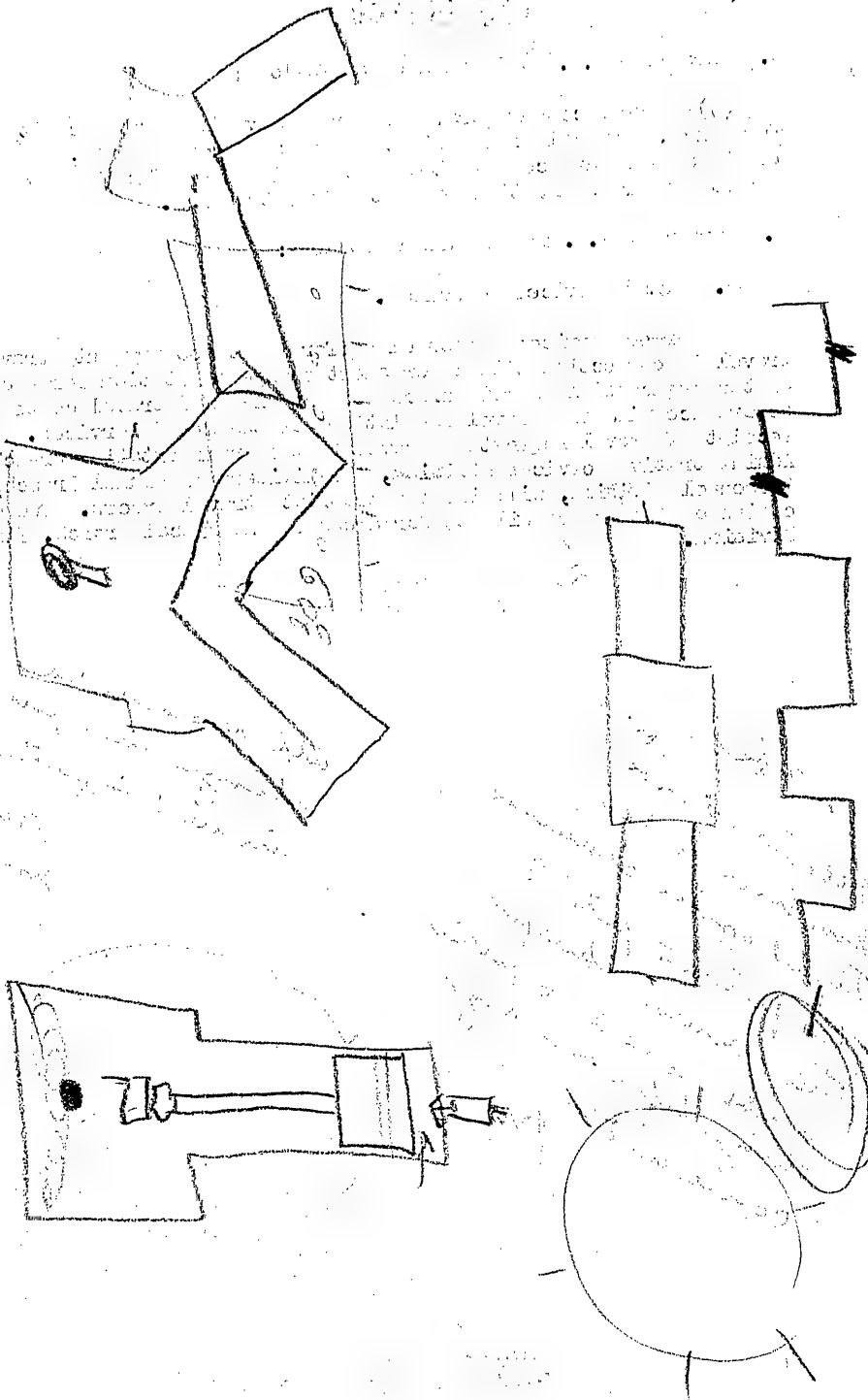
STATINTL

27 Dec -
 [] advises
 admin. officer concerned
 notified of the pertinent parts
 of this memo. therefore
 maybe no need to furnish
 change before new reg.
 come out
 M

all recommended
 changes incorporated
 in new Regulation []
 M
 26 Dec.

RESTRICTED

ILLEGIB



STATINTL

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

Registry

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

23 January 1951

SUBJECT: Travel, Allowances, and Related Expenses

STATINTL

Pending revision of Administrative Instruction [REDACTED] dated 6 January 1950, that portion of the Instruction concerning the issuance of travel orders is hereby amended to provide:

a. Transportation Division, Administrative Services Office, instead of the Fiscal Division, will issue all travel orders and amendments thereto.

b. Requests for travel orders, or amendments thereto, other than those issued by Chiefs of Missions, shall be prepared in duplicate. Both copies will be submitted through proper channels to the Transportation Division, Administrative Services Office.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
MURRAY McCONNEL
Deputy Director
(Administration)

DISTRIBUTION: No. 3

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STATINTL

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

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STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
MURRAY MCCONNEL
Deputy Director
(Administration)

DISTRIBUTION: No. 3

RESTRICTED

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UNCLASSIFIED	RESTRICT	CONFIDENTIAL	SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
		-226A	
TO			DATE
1	Adviser for Inqurt	[Redacted]	2/19
2	Morgan		
3			
4			
5			
FROM		INITIALS	DATE
1	ADD/A	LTG/p	15 Feb
2			
3			
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 50%;"><input checked="" type="checkbox"/> INFORMATION</div> <div style="width: 50%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 50%;"><input type="checkbox"/> ACTION</div> <div style="width: 50%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 50%;"><input type="checkbox"/> RETURN</div> <div style="width: 50%;"><input type="checkbox"/> COMMENT</div> <div style="width: 50%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 50%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 50%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 50%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 50%;"><input checked="" type="checkbox"/> FILE</div> </div>			
REMARKS:			
<div style="display: flex; justify-content: space-between;"> SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED </div>			
FORM NO. 30-4 SEP 1947			

TRANSMITTAL SLIP		
14 Feb 57 DATE		
TO: A-DD/A(S) DD/A		
BUILDING	ROOM NO.	
REMARKS: Requested by OSA. Concerned in by Adm Services and General Counsel. Do you wish to clear with DD/P? Purpose is to permit station chiefs abroad to issue travel orders, after clearance with Dir Chiefs in Washington, to visit other areas.		
FROM: 103		
BUILDING	ROOM NO.	EXTENSION

FORM NO. 36-B
SEP 1946

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

LS-289

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	INITIALS	DATE
1 General Counsel	<i>LPH</i>	26 Jan 51
2 Dep. Dir. for Administration	<i>me</i>	27 Jan
3 <i>General Counsel</i>	<i>LPH</i>	6 Feb.
4 <i>DD for Chief, Admin. Services</i>	<i>LPH</i>	2/9/51
5 <i>DD/A</i>		
FROM	INITIALS	DATE
1 Chief, Administrative Services	<i>LPH</i>	24 Jan 51
2		
3		

☒ 2 APPROVAL ☐ INFORMATION ☐ SIGNATURE
☐ ACTION ☐ DIRECT REPLY ☐ RETURN
☐ COMMENT ☐ PREPARATION OF REPLY ☐ DISPATCH
☒ 1 CONCURRENCE ☐ RECOMMENDATION ☐ FILE

REMARKS: No legal objection
LPH

Counsel to prepare new regulation for signature
Consent is attached

SECRET CONFIDENTIAL RESTRI

FORM NO. 30-4
SEP 1947

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	INITIALS	DATE
1 DD (Plans)	<i>[Signature]</i>	14 Feb.
2 DD (Admin)	<i>[Signature]</i>	
3		
4		
5		
FROM	INITIALS	DATE
1 DD (Admin)	<i>[Signature]</i>	14 Feb
2		
3		

☐ APPROVAL ☐ INFORMATION ☐ SIGNATURE
☐ ACTION ☐ DIRECT REPLY ☐ RETURN
☐ COMMENT ☐ PREPARATION OF REPLY ☐ DISPATCH
☐ CONCURRENCE ☐ RECOMMENDATION ☐ FILE

REMARKS:

1. For comment or concurrence.

[Signature]

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

FORM NO. 30-4
SEP 1947

STATINTL

STATINTL

Next 3 Page(s) In Document Denied

CONFIDENTIAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director for Administration

DATE: 24 January 1951

FROM : Chief, Administrative Services

SUBJECT: Amendment of Paragraph G of Delegation of Authority
dated 1 December 1950.REFERENCES: Memorandum from Executive Officer, Special Operations, dated
4 January 1951, to Chief, Administrative Services, subject,
"Travel Orders for Field Travel".Memorandum from Chief, Transportation Branch, Administrative
Services, dated 12 January 1951, to Chief, Administrative
Services, subject, "Issuance of Overseas Travel Orders by
Chiefs of Field Stations".

In view of the facts stated in the above referenced
memorandums, it is recommended that paragraph G of the Delegation
of Authority dated 1 December 1950 be amended to delete the words
"within the theater" and that the extended authority thereby
granted to chiefs of missions and of independent stations be
exercised subject to the limitations set forth in paragraph 4
of the memorandum dated 12 January 1951 from the Chief, Trans-
portation Branch to the Deputy Chief, Administrative Services.

25X1A

W. L. PEEL

Atts: Referenced
Memos

Concurred in:

General Counsel

Date

RECEIVED
FEB 1 1 30 PM '51
SERVICES DIVISION

CONFIDENTIAL

CONFIDENTIAL

1.5226

4 January 1951

MEMORANDUM FOR: CHIEF, ADMINISTRATIVE SERVICES

SUBJECT: Travel Orders for Field Travel

1. Reference is made to your memorandum dated 22 December 1950 regarding the issuance of travel orders.

2. In connection with the new procedure, we would like to point out that a cause of considerable confusion and retroactive action is the present limitation upon the chiefs of foreign field stations permitting them to authorize only travel within an "operational area," generally defined as the country to which assigned. The problem stems from the unavoidable delay in communications. For example, it is not uncommon that a simple exchange of correspondence with a field station in Europe may require from thirty to sixty days.

3. For this reason, we now recommend a further delegation from your office which will permit this office to issue appropriate instructions to chiefs of field stations permitting them to authorize travel without regard to area limitation, but within appropriate operational controls. Such operational controls will require that chiefs of field stations obtain clearance by brief cable from the appropriate branch chiefs in Washington.

4. This authority is intended only for special temporary duty missions to other operational areas and does not contemplate travel to or from the United States or Permanent Change of Station travel, which must be approved in advance by headquarters.

Executive Officer
Special Operations

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RECEIVED
JAN 10 1951
SUBMITTED

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Chief, Administrative Services

DATE: 12 January 1951

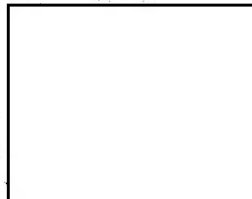
FROM : Chief, Transportation Branch

SUBJECT: Issuance of Overseas Travel Orders by Chiefs of Field Stations

Reference: Memorandum from Executive Officer, Special Operations, dated 4 January 1951, to Chief, Administrative Services, subject, Travel Orders for Field Travel

1. The question of the issuance of Travel Orders by Chiefs of foreign field stations has been thoroughly discussed with the Branches concerned, the Comptroller, the Acting Chief, Finance Branch and others concerned.
2. At the present time, the delegation of authority authorizes chiefs of such missions or independent stations to approve temporary duty travel abroad, within the theatre, of civilian employees whose official stations are located within that particular theatre. This has generally been defined as being limited to the country in which the mission or station is located. Investigation developed that there is considerable travel performed between theatres of operation and such travel in the past has been authorized by cable from the controlling branch and in most cases travel was completed prior to the issuance of Travel Orders, which meant that it was just a question of issuing confirmatory Travel Orders after travel had been completed.
3. In order to expedite the movement of temporary duty travel from one field of operation to another and eliminate the necessity of the issuance of confirmatory orders in Washington, it is recommended that paragraph G, of the delegation of authority, dated 1 December 1950, be amended to delete the words "within the theatre", thus authorizing chiefs of field stations and their designees to issue temporary duty orders for employees without regard to limitations.
4. It is understood that such travel will only be authorized after the chiefs of field stations obtain clearances by brief cable from the appropriate branch chiefs in Washington, and that this authority will be used only for special temporary duty missions to other operational areas and will not apply to travel to or from the United States or Permanent Change of Station travel.

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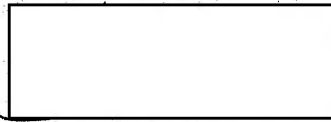
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This matter was discussed at one or two of the meetings we had on a.s. [redacted] (Travel).

It was the opinion of the coordinating group that this list should be kept out. The people who advise on travel orders for foreign trips (Finance & Service) have the latest hope on this as well as all other foreign allowances and work out the details with the people concerned. Lately this per diem info has been put out by Bureau of Budget on charge sheets 2 or 3 times per year which would require us to change this portion of the instruction each time.

Recommend we do not include in our a.s. Budget Office comm.

Mr. A.

PRF

12/29

Will this affect our current [redacted] ?
on travel = Negd

TRANSMITTAL LIP

12/13/49

DATE

Budget Officer

ING
Central

ROOM NO.
209

MARKS:

Please return to Management Staff by 27 December 1949.

CONFIDENTIAL

Temporary Lodging

16

ROOM NO.

EXTENSION

36-8

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UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	<i>Management Office</i>		
2			
3			
4			
5			

FROM		INITIALS	DATE
1	<i>Deputy Exec.</i>	<i>183</i>	<i>28 Dec</i>
2			
3			

☐ APPROVAL ☐ INFORMATION ☐ SIGNATURE
☐ ACTION ☐ DIRECT REPLY ☐ RETURN
☐ COMMENT ☐ PREPARATION OF REPLY ☐ DISPATCH
☐ CONCURRENCE ☐ RECOMMENDATION ☐ FILE

REMARKS:

*For appropriate change
to Admin Instr*

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FORM NO. 30-4
SEP 1947

STATINTL